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# PRACTICAL ENGLISH

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O'TOOLE



INTERMEDIATE SERIES  
PUPIL'S EDITION

ALPHABET

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H I J K L M N O P Q

R S T U V W X Y Z

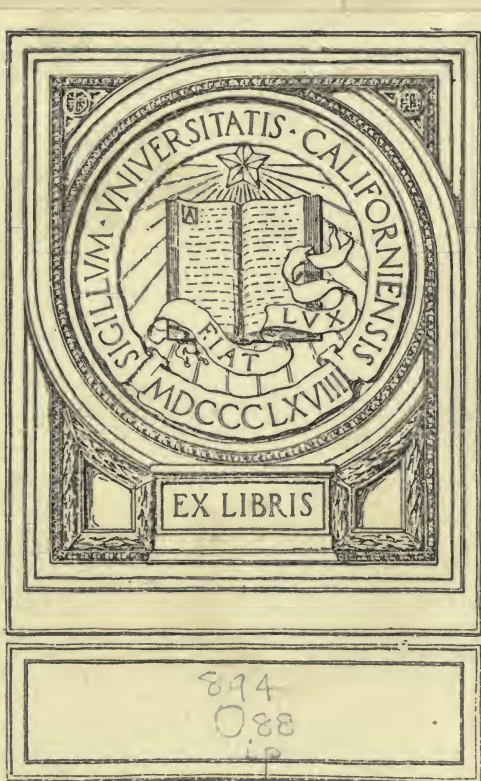
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# PRACTICAL ENGLISH FOR NEW AMERICANS

BY

ROSE M. O'TOOLE

INTERMEDIATE SERIES



D. C. HEATH & CO., PUBLISHERS

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NEW YORK

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# PRACTICAL ENGLISH

## INTERMEDIATE SERIES

### LESSON I

#### MY TRIP TO AMERICA

(Have pupils trace on map the trip from their former home in Europe to their present home.)

brother	Portugal	many
steamship	Russia	some
Canopic	New York	a few

My brother and I came to America one year ago.

We came on the steamship *Canopic*. It took us nine days to cross the ocean.

There were many men and women from Italy on the boat. There were some from Portugal. There were a few from Russia.

The weather was not very cold.

We had a good trip.

We landed in New York.

Facts: *Columbus discovered America on October 12, 1492. He landed on an island off the coast of Florida.*



## EXERCISES

On what date did you come to this country — the month, the day, and the year ?

What is the name of the boat on which you came ?

How long did it take you to cross the ocean ?

Was the weather cold ?

From what port did you sail ?

At what port did you land ?

Did you have a good trip ?

What is the name of the city in Europe in which you lived last ?

With whom did you come to America ?

Tell about your journey.

Write a short story of your trip to America.

## LESSON II

### ARRIVAL AT PORT



docked  
Ellis Island  
officers

Special Inquiry  
allowed  
protection

Our boat docked at Ellis Island. A doctor examined each person. We entered a large building. We answered many questions. We were then taken to New York.

An officer wrote S. I. on one man's coat. S. I. means Special Inquiry.

He did not look like a good man. He may be sent back to his own country.

No one is allowed to enter the United States who will not become a good citizen.

Each country makes laws of this kind for its own protection.

Facts: *Columbus made four voyages to America. He thought he had discovered the Indies.*



### EXERCISES

Where did the boat on which you came to America dock?

Where is Ellis Island?

Did a doctor examine you?

Why must every one be examined?

What does S. I. mean?

Who put it on the man's coat?

Why did he put it there?

Where may this man be sent?

Why does our country make such laws?

Do other countries make laws of the same kind?

Why?



## LESSON III

### FROM NEW YORK TO PITTSBURGH

Learn: At what time does the next train leave for Pittsburgh, please?

At 9:10 on track 25.

railroad	punched
station	gateman
track	started
tickets	arrived

Mr. De Nunzio met us in New York. He took us to the railroad station. He went to the Information Desk. He asked when the next train left for Pittsburgh.

"At 9:10 on track 25," the clerk answered. He gave Mr. De Nunzio a time table.

Mr. De Nunzio went to a ticket window. "Three tickets for Pittsburgh, please," he said. Then we went to track 25.

A gateman punched our tickets and we went into the train. The train started in a few minutes. We arrived in Pittsburgh at 8:00 P.M.

Facts: *Columbus named the islands he had discovered the West Indies. He called the natives he found there Indians.*

## TIME TABLE

(The teacher should instruct pupils how to read the time table. Local time tables should be studied, and various references made clear.)

TABLE 70.—NEW YORK AND WASHINGTON TO PITTSBURGH

Mile.	EASTERN TIME	25	217-1	27	5	21	33	53	247-7	9	39	17	19	259-9
		Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
0	Lv NEW YORK (Penna. Sta.)	8.04	9.00	9.10	11.04	1.04	PM 2.00	PM 4.04	5.00	PM 6.00	PM 6.50	PM 8.30	PM 8.35	PM 9.00
---	Lv NEW YORK (Hudson Term.)	8.00	9.00	9.10	11.00	1.00	PM 2.00	PM 4.00	5.00	PM 6.00	PM 6.50	PM 8.30	PM 8.35	PM 9.00
---	" Jersey City (Exchange Place)	8.03	9.03	9.13	11.03	1.03	PM 2.03	PM 4.03	5.03	PM 6.03	PM 6.53	PM 8.33	PM 8.38	PM 9.03
---	Ar *Manhattan Transfer	8.16	9.15	9.26	11.16	1.16	PM 2.16	PM 4.16	5.16	PM 6.16	PM 7.06	PM 8.46	PM 8.46	PM 9.16
---	Lv *Manhattan Transfer	8.23	9.18	9.28	11.23	1.23	PM 2.26	PM 4.23	5.18	PM 6.29	PM 7.06	PM 8.46	PM 8.53	PM 9.18
10.1	Lv Newark	8.27	9.22	9.33	11.27	1.27	PM 2.31	PM 4.27	5.24	PM 6.34	PM 7.11	PM 8.51	PM 8.58	PM 9.22
58.0	Lv Trenton	9.18	10.14	---	---	---	3.29	---	---	7.42	---	---	---	10.18
---	Lv Atlantic City	7.45	10.00	10.00	10.00	2.00	2.00	2.00	4.45	---	---	---	8.50	10.50
63.8	Ar Philadelphia	9.11	11.25	---	11.25	3.26	---	3.11	6.15	---	---	10.15	10.15	---
---	N. Philadelphia Broad St. Sta.	9.51	---	11.16	11.16	4.08	5.50	---	8.21	8.40	---	10.31	---	---
85.8	Lv Philadelphia	10.25	11.30	---	1.16	3.30	---	7.30	8.50	---	---	10.55	---	11.45
91.3	" Philadelphia	10.30	11.35	---	1.21	3.35	---	7.35	8.55	---	---	11.00	---	11.50
92.8	" Lancaster	1.30	---	---	---	---	6.05	9.15	10.45	---	---	---	---	2.10
159.4	Ar Harrisburg	12.45	2.30	1.50	3.32	5.55	7.00	8.05	10.05	11.35	10.55	12.55	1.25	3.10
---	Lv Washington (Union Station)	10.10	10.10	11.40	---	3.10	4.10	5.10	7.10	7.10	---	7.10	---	9.40
40.0	" Baltimore (Union Station)	11.15	11.15	1.00	---	4.20	5.15	6.15	8.15	8.15	---	8.15	---	10.55
96.2	" York	12.55	12.55	2.35	---	6.00	7.12	8.17	10.05	10.05	---	10.05	---	12.47
123.3	Ar Harrisburg	1.50	1.50	3.20	---	6.40	8.00	10.00	10.48	10.48	---	10.48	---	1.40
195.3	Lv Harrisburg	12.55	2.45	2.00	3.45	6.10	7.15	8.19	10.19	12.01	11.05	1.05	1.35	3.33
255.9	" Lewistown	4.25	---	---	---	8.48	---	---	1.30	---	---	---	---	5.01
292.2	" Huntingdon	5.24	---	---	---	9.46	---	---	2.23	---	---	---	---	6.12
311.8	" Tyrone	6.05	---	---	---	10.22	---	---	2.59	---	---	---	---	7.02
328.2	Ar Altoona	6.35	4.52	6.43	9.08	10.52	11.04	1.11	3.30	1.58	4.05	4.35	7.35	---
---	Lv Altoona	6.58	5.00	6.50	9.17	11.15	11.11	1.18	3.40	2.05	4.13	4.42	7.47	---
363.5	" Johnstown	5.01	6.08	---	---	10.28	12.28	---	4.59	---	5.26	5.55	9.27	---
387.6	" Blairsville Intersection	8.55	---	---	No Coaches	---	---	---	5.36	---	6.17	6.46	10.09	---
399.8	" Latrobe	9.16	---	---	Extra-fare train	---	1.18	---	5.57	---	---	---	10.40	---
409.1	" Greensburg	5.58	7.05	---	---	---	1.36	---	6.21	---	6.33	7.04	11.01	---
413.2	" Jeannette	9.45	---	---	---	---	---	---	---	---	---	---	11.11	---
426.0	" Wilmerding	10.09	---	---	---	---	---	---	6.54	---	---	---	11.42	---
435.3	" East Liberty	10.32	7.49	9.24	12.09	2.21	---	---	7.18	---	7.29	8.01	12.00	---
439.8	Ar PITTSBURGH	6.55	10.42	8.00	9.45	12.20	2.32	2.01	4.15	7.30	4.55	7.40	8.12	12.20
		PM	PM	PM	PM	AM	AM	AM	AM	AM	AM	AM	AM	PM

Light face figures show time from 12.01 midnight to 12.00 o'clock noon.  
Dark face figures show time from 12.01 noon to 12.00 o'clock midnight.

## TO THE PUPIL

Find on this time table the train on which Mr. De Nunzio took his friends to Pittsburgh.

## LESSON IV

### A AND AN

Learn : Are you an Italian ?

No I am an American.

I am a man.

I am an American.

a child	an American
a window	an aunt
a book	an army
a woman	an orange
a house	an Armenian
a question	an inch
a glass	an example
a knife	an apple
a cup	an island
a chair	an ear
a boy	an accident
a picture	an arm
a machine	an answer
a desk	an egg
a girl	an avenue

Facts: *The early settlers in America came from Spain, France, and England. Thus the first settlers came from some country in Europe and were immigrants.*

## EXERCISES

Fill in the blanks with *a* or *an*:

She is —— woman.

He is —— American.

Bring me —— knife, please.

I had —— orange for breakfast.

I have —— aunt in New York.

Have you —— picture of the President?

They had —— army of great size.

Is he —— soldier?

Have you —— pencil?

—— arm was broken.

## WRITING

Copy these sentences, filling in the blanks with *a* or *an*:

She was in —— accident.

He was sitting at —— desk.

They lived on —— island.

This is —— picture of my sister.

He is eating —— apple.

—— man came into the room.

## LESSON V

### RENTING A FLAT

Learn : Certainly. Come this way.

inquire	rent	painted
flat	condition	papered

"Good-morning. What do you wish?"

"We saw the sign outside and would like to inquire about this flat. How many rooms has it?"

"The flat has five rooms."

"What is the rent, please?"

"The rent is twenty dollars (\$20.00) a month."

"Is the house in good condition?"

"Yes. The rooms have just been painted and papered."

"Do the rooms get much sunshine?"

"Yes, the sun shines into every room some part of each day. Would you like to see the flat?"

"Yes, we would like to see it, please."

"Come this way."

"This is a good flat. We will rent it."

"When will you move in?"

"We will move in Thursday. I will pay you part of the rent, now."

"Thank you, sir."

"You are welcome."



Facts: *Later many immigrants came to America from Ireland, Germany, Holland, and Scotland. But the largest immigration was from England.*

### EXERCISES

Do you rent a flat?

How long have you lived there?

On what floor is it?

How many rooms do you have?

Name the rooms.

Do you get fresh air and sunshine in your flat?

Are the rooms large or small?

Are there any children in your family?

Do you allow them to scratch the paint, or mark on the wall paper?

Or do you teach them to be careful in and around the house?

Why should we teach children to be careful in and around the house?

If the flat you rented had not been properly cared for, would you have taken it?

Every one should care for the property of others just as he would if it were his own.

## LESSON VI

### BUYING FURNITURE

furniture	rug	advantage
dealer	instalment	article
dresser	plan	monthly

We did not have enough furniture for our new flat. We decided to buy a few more pieces. We looked for furniture advertisements in the newspaper. We saw this one.

#### ANNIVERSARY SALE

*See Our Values*

**\$100.00 Chamber Suite Reduced to \$79.50**

Bed, Dresser, and Chiffonier of Solid Oak

**Colonial Period Dining Suite.....\$87.00**

Colonial dining room furniture is the choice of hundreds of people. This is an eight-piece set.— Large buffet, extension table, and six chairs.

Room size Crex Rugs, \$12 value.....\$9.25

Room size Wool Fiber Rugs, \$15 value...\$11.75

Room size Tapestry Rugs, \$35 value.....\$22.60

Room size Axminster Rugs, \$65 value...\$48.75

There are many other bargains of equal value.

*Goods held for future delivery*

**THE MORSE FURNITURE CO.**

## BUYING FURNITURE

We went to the store. The dealer showed us furniture, pictures, carpets, rugs, and many other things.

We bought a bed, a dresser, a dining room table, four chairs, and a rug.

The dealer asked if we wished to buy them on the instalment plan.

I said, "No, I will pay for them now."

It is sometimes an advantage to be able to buy furniture or clothing on instalments, but I knew we would have to pay more for them that way.

*Facts: The parts of America where immigrants settled were called colonies. Each foreign nation ruled over its own colonies.*

## CONVERSATION

"Do you wish this skirt, madam?"

"Yes, I will take it. How much is it?"

"It is twelve dollars on instalments, or nine dollars cash."

"I will pay cash for it. Why do you charge more for clothing that is paid for on the instalment plan?"

"Because on the instalment plan we have to wait so long for our money. Some people never pay, and we have to take back our goods. We cannot afford to lose money, so we have to charge more."

## LESSON VII

### CHANGE OF ADDRESS

Learn : What is your new address, please ?

What was your old address ?

settled

returned

easier

enjoyed

mail

delivery

post office

notified

quicker

We moved into our new flat on Thursday. It took about a week to get settled.

The rooms were bright and sunny. We enjoyed it very much.

I went to the post office and told the clerk I had moved. He gave me this card to fill out.

<b>ORDER TO CHANGE ADDRESS</b> THIS CANCELS ALL PREVIOUS ORDERS		DATE _____
SIGNATURE _____		(NAME IN FULL)
NEW ADDRESS _____		
UNTIL _____		
LAST OLD ADDRESSES ONE OR MORE MUST BE GIVEN.  ONLY MAIL SO ADDRESSED WILL BE FORWARDED.	1. _____	FOR INDORSEMENT OF EMPLOYEES
	2. _____	
	3. _____	
<small>ORDERS TO FORWARD GENERAL DELIVERY MAIL (AT CITY DELIVERY OFFICES) EXPIRE IN 30 DAYS UNLESS RENEWED. THE SIGNATURE AND TITLE OF THE AUTHORIZED AGENT FOR A FIRM OR COMPANY MUST ALSO BE GIVEN. UNLESS OTHERWISE DIRECTED, BOTH ORDINARY MAIL OF THE FIRST CLASS AND REGISTERED MAIL WILL BE FORWARDED. THIS CARD MAY BE MAILED TO ANOTHER POSTMASTER BY PLACING ADDRESS AND PROPER POSTAGE ON REVERSE SIDE.</small>		

FORM 22

I filled it out and dropped it in a mail box.

Several letters had been sent to my old address and had been returned to the post office.

After I filled out the card, these letters and all other mail were sent to my new address.

I also notified my friends that I had moved. This makes it easier for the clerks at the post office. It also makes the delivery of mail quicker.

Facts: *The thirteen colonies were under the rule of England. A war was fought between England and France over the ownership of the central and western parts of America.*

### EXERCISES

(The teacher should obtain a supply of change of address cards, so that pupils may have practice in filling them out.)

Have you moved recently (lately) ?

How long did it take you to get settled ?

What is your new address ?

What was your old address ?

Did you fill out a card at the post office ? Why ?

Did you tell your friends that you had moved ?

Fill out a card giving your new address and two old addresses.

Write plainly.



## LESSON VIII

### AT THE GROCERY STORE

Learn : What is it, madam ?

flour	special
onions	brand
peck	customers
coffee	pound

“How much is flour a bag ?”

“One dollar and sixty-five cents (\$1.65). We sell a great deal of our flour. It makes very good bread.”

“I will take a bag. Do you sell vegetables ?”

“Yes. We have potatoes and onions.”

“Give me a peck of potatoes and two pounds of onions, please.”

“Would you like to try our coffee? It is our special brand, and customers like it very much. We sell it for forty-five cents a pound.”

“Yes, I need some coffee. I will take one pound.”

“Is there anything else to-day ?”

“No, I think that is all. How much does that come to ?”

The clerk wrote on a slip :

L. COHEN	A. ROZEN		
<b>ROZEN'S GROCERY STORE</b>			
<b>349 HURON AVE.</b>			
Back Bay 4841-W			
Boston, Mass., <i>Sept. 7, 1921</i>			
Sold to			
Address			
1	1 bag flour	\$1	65
2	1 peck potatoes		90
3	2 lbs. onions		20
4	1 lb. coffee		45
5		\$3	20
6			
7			
8			
9			
10			

"It comes to three dollars and twenty cents."

"Here are three dollars and a half."

"Thirty cents in change, madam. Thank you. Come again."

Facts: *England won the war with France. It cost a great deal of money. England thought the colonies should help pay the cost of the war.*

## EXERCISES

What do we buy at a grocery store ?

Write on the board a list of things you have bought there.

Write what they cost.

Add up the bill.

If you gave the grocer five dollars, what change would you get ?

## WRITING

Copy these words into your note book. Learn to spell them.

sugar

tea

eggs

butter

salt

cocoa

pepper

crackers

starch

soap

## SUGGESTED CONVERSATION LESSONS

At the Bakery.

At the Fruit Store.

At a Newspaper Stand.

## LESSON IX

### \* CORRECT WEIGHT

Learn : Dishonesty does not pay.

received	employs
weight	merchant
scales	trades
exact	honest

Mrs. Williams bought three dollars and twenty cents worth of groceries. She wanted to be sure that she received the right weight.

So she watched the scales when the clerk weighed her groceries. He weighed them very carefully and gave her the exact amount.

A merchant must have his scales correct.

The government employs men who examine measures and scales. If scales weigh too heavy the merchant is arrested. He may be fined or sent to prison.

Sometimes Mrs. Williams weighs her groceries when she goes home. She has never found any mistake in weight.

She always trades at the same store because she can be sure of honest weight.

Facts: *The colonists did not think they should help pay the cost of the war between England and France. England tried to force them to pay a share of it by taxing them.*

### Weights and Measures

(The teacher should have at hand all the measures possible. The class should drill on the terms, and become familiar with what they represent.)

#### WEIGHT

16 ounces (oz.) = 1 pound (lb.)

2000 pounds (lbs.) = 1 ton

#### LIQUID MEASURE

4 gills = 1 pint (pt.)

2 pints = 1 quart (qt.)

4 quarts = 1 gallon (gal.)

#### DRY MEASURE

2 pints = 1 quart (qt.)

8 quarts = 1 peck (pk.)

4 pecks = 1 bushel (bu.)

#### LONG MEASURE

12 inches (in.) = 1 foot (ft.)

3 feet (ft.) = 1 yard (yd.)

5280 feet = 1 mile

## LESSON X

### CORRECT USE OF *DID NOT*

Did you get your pay ?

I did not get my pay.

Did I make a mistake ?

You did not make a mistake.

Did he start on piece work to-day ?

He did not start on piece work to-day.

Did she live in this city ?

She did not live in this city.

Did we lose any time ?

We did not lose any time.

Did they get the train ?

They did not get the train.

I did not get my pay.

You did not get your pay.

He did not get his pay.

She did not get her pay.



We did not get our pay.

You did not get your pay.

They did not get their pay.

Facts: *The colonists refused to pay the tax. They decided to free themselves from the rule of England.*

### EXERCISES

Answer these questions, using the words *did not*:

Did she know how to write?

Did you ride home?

Did you take an umbrella?

Did they come from Poland?

Did she come to America alone?

Did I spell your name correctly?

Did I write it plainly?

Did he go to Buffalo?

Did you meet him?

Did we have two tickets?

Did we take your seats?

Did she take her books?

Make up original sentences using the words *did not*.

## LESSON XI

### REVIEW

Tell what you would do if you wanted to buy a ticket for Pittsburgh.

Explain the instalment plan.

What are the disadvantages of the instalment plan?

Where do you buy a pair of shoes?

Where do you buy a suit of clothes?

Where do you buy a loaf of bread?

Where can you buy a dozen of oranges?

Where can you buy vegetables?

What do you buy by the pound?

What do you buy by the ton?

What is sold by the pint?

What is sold by the quart?

What have you bought by the peck?

What have you bought by the yard?

If you buy a suit of clothes (\$25.00), a pair of shoes (\$6.00), a shirt (\$2.00), and a handkerchief (\$.50), what will they cost in all? What change will you get from forty dollars (\$40.00)?

Add:

\$3.95	\$3.90	\$7.76	\$2.86
4.20	5.00	3.42	3.74
<u>.65</u>	<u>6.24</u>	<u>1.06</u>	<u>5.50</u>

## LESSON XII

### INTERNATIONAL MONEY ORDERS

borrowed	application	sealed,
passage	receipt	thanks
earned	envelope	Sweden

Mr. Engstrom came from Sweden. He borrowed from his brother the money to pay his passage.

He found work soon after he landed. He saved his money. Now he had enough to return the money he had borrowed.

He knew it was not safe to send money in a letter.

He went to the post office. He filled out an international money order blank. He made it out fully and plainly.

First he wrote the amount of money he wished to send. Then he wrote the name of the person to whom the money was to be sent (his brother).

Next he wrote the name of the town, the street and number, the county, the province, and the country in which his brother lived.

At the bottom of the blank he wrote his own name and address.

He handed to the post office clerk the blank and the money he was sending. The clerk made out the money order and gave a receipt to Mr.

Engstrom. Mr. Engstrom wrote a letter to his brother, telling him that he was sending him a money order to pay what he had borrowed. He thanked his brother for helping him.

He sealed the letter and mailed it. He kept the receipt for the money order.

He was glad to return the money he had borrowed.

Facts: *The king of England sent soldiers to force the colonists to pay the tax and to obey his orders. This led to war.*

### INSTRUCTIONS

(To be read and explained by the teacher. To be read afterwards by the pupils.)

In filling out an international money order blank, the given name or the initials of the person sending the money order and of the person receiving it should be written before the last name; as, John H. Brown.

If a person has only one given name, it should be written in full; for example, John Brown, not J. Brown.

The name of a married woman should be stated instead of that of her husband; as Mrs. Mary T. Olsen instead of Mrs. John W. Olsen.

Names of streets and numbers of houses should be written in full and very plainly.

If these instructions are carried out, it will prevent mistakes and delays in payment.

# INTERNATIONAL MONEY ORDERS

25

Stamp of issuing office.

(No. 6701)



**Post Office Department**

**THIRD ASSISTANT POSTMASTER GENERAL**

DIVISION OF MONEY ORDERS

U. S. MONEY

FOREIGN MONEY

No. ....	Amount, \$ .....	.....
No. ....	Amount, \$ .....	.....
No. ....	Amount, \$ .....	.....

Payable in .....

(Postmaster will write on this line "Great Britain" or "Italy," etc., as case may be.)  
(Space above this line is for the Postmaster's record, to be filled in by him.)

(Spaces below to be filled in with pen and ink by the applicant, or by some person for him, not connected with the post office.)

## Application for International Money Order

For the sum of .....

and .....

**Payable to** .....

(Write on this line name of person who is to receive the money.)

Residence or  
place of  
business of  
the person to  
whom the  
money is to  
be paid.

{ Town or City, .....  
No. ...., ..... Street  
County, Canton, }  
Kreis or Department } .....  
Province, .....  
Country, .....

**Sent by** .....

(Write on this line the name of the remitter.)

Residence or  
place of  
business of  
the person by  
whom the  
money is  
sent.

{ No. ...., ..... Street  
Town or City, .....  
State of .....

(See other side)



## LESSON XIII

### NOT KNOWING THE LAW

Learn : Ignorance of the law is no excuse.

arrested	dangerous
revolver	weapon
pocket	license
law	ignorance
carry	excuse

"Did you know that John was arrested yesterday?"

"No, why was he arrested?"

"Because he had a revolver in his pocket."

"Is it against the law to carry a revolver?"

"Yes, it is against the law to carry any dangerous weapon, unless you have a license."

"Did John know of this law?"

"No, he did not know of it."

"Why was he arrested if he did not know of the law?"

"Because ignorance of the law does not excuse any one."

### LAWS

It is against the law :

To carry a gun or dangerous weapon without a license.



To spit on the sidewalk or on the floor of a street car, train, etc.

To marry a girl under eighteen years of age without the consent of her parents.

To hold mass meetings or parades without a license.

To drive an automobile without a license.

To sell milk or cigarettes without a license.

To peddle *anything* without a license.

Facts: *The war between England and America began on April 19, 1775, at the battle of Lexington and Concord. This battle was called the beginning of the American Revolution.*

### EXERCISES

Tell in your own words the story of John not knowing the law.

Do you know of any one who was arrested for carrying a dangerous weapon?

Why is it necessary to obtain a license if you wish to carry a weapon?

Name five things which it is against the law to do without a license.

Where can you obtain a license?

Did you ever obtain a license?

Tell how you did it, and what you had to pay.

## LESSON XIV

### HOW MR. PINSARO LOST HIS MONEY

Learn : Indeed ! I am very sorry.

worried	troubled
unhappy	<u>deposit</u>
wrong	amount

Mr. Pinsaro looked worried. He did not do his work well. He seemed very unhappy.

Mr. Souza thought that something troubled him.

“Is there anything wrong, Mr. Pinsaro?”

“Yes, I have lost ninety-five dollars (\$95.00).”

“Indeed ! I am very sorry. Did you lose it at work?”

“I don’t know. I must have pulled it out with my handkerchief.”

“Why, you didn’t have ninety-five dollars in your pocket, did you?”

“Yes. I was waiting until I had one hundred dollars. Then I was going to put it in the bank.”

“Why did you carry it with you?”

“I did not wish to leave it in my room.”

“That is too bad. Didn’t you know that you could deposit even one dollar in the bank?”

“Yes, but I thought it would be better to wait until I could put in a large amount. I am very sorry now that I did so.”

Facts: *The War of the American Revolution lasted eight years. The King of France sent men, ships, and money to help the colonists. The war ended by making the colonists a free and independent people.*

### EXERCISES

What is the largest sum of money you have ever lost?

How did you lose it?

Did you ever find it?

How much money did Mr. Pinsaro lose?

What should Mr. Pinsaro have done with his money?

Why did he not do this?

Was he sorry?

How much money is needed to open a bank account?

Do you know of any one else who lost money? If so, tell the class about it.

## LESSON XV

### THE SAVINGS BANK

Learn : A penny saved is a penny earned.

hide	account
bury	protection
interest	habit
allowing	citizen

A great deal of money is lost every year. One reason is because people do not put their money in the bank.

Some people carry it in their pockets, as Mr. Pinsaro did. Some hide it in the house. Others dig a hole in the ground and bury it. The money may be lost, burned, or stolen.

The best and safest place to keep your money is in the Savings Bank. No one can steal it. You cannot lose it, and the bank pays you interest for the use of it.

A bank account is a good protection against a "rainy day." The account grows very fast, and it gives you the habit of saving.

The man who saves makes a better citizen than the man who does not save.

The money you earn in a week costs a week of hard work. If you lose that money, it is just the same as working all that time for nothing.

Facts: *The Declaration of Independence was signed in Philadelphia on July 4, 1776. It declared that "these United Colonies are and of right ought to be, free and independent States."*

#### TOPICS FOR DISCUSSION

National Banks

Postal Savings Banks

Five and Ten-Cent Savings Banks

(The teacher should bring out the facts that all our Savings Banks are under government supervision; that they pay 4 or  $4\frac{1}{2}$  per cent interest, while the Postal Savings Bank pays only 2 per cent; and that both are safe.)

#### EXERCISES

What is "interest"?

What do we mean by a "rainy day"?

Why does having a bank account give you the habit of saving?

Why does a man who saves make a better citizen than one who doesn't save?

Give three reasons for putting money in the bank.

How much interest do our Savings Banks pay?

How much interest does the Postal Savings Bank pay?

## LESSON XVI

### OPENING A BANK ACCOUNT

Learn: A bank account is the first step toward wealth.

signature	occupation
residence	marked
birthplace	handed

Mr. Pinsaro wished to open a bank account. He went to the Cincinnati Savings Bank. He went to the window marked "New Accounts." He told the clerk he would like to open an account.

The clerk gave him a card. Mr. Pinsaro wrote on the card the answers to these questions.

What is your name? (Sign here)

*Albert Pinsaro.*

Where do you live? (Residence)

*Cincinnati.*

What is your street and number? (Post office address)

*56 Graham St.*

Where were you born? (Birthplace)

*Italy.*

When were you born? (Date of birth)

*April 14, 1889.*



What is your father's name? (Father's name)

*John Pinsaro.*

What is your mother's name? (Mother's name)

*Mary Pinsaro.*

What is your wife's name? (Name of husband or wife)

*Annie Pinsaro.*

What is your occupation? (Occupation)

*Machinist.*

Mr. Pinsaro handed the card to the clerk.

The clerk wrote Mr. Pinsaro's name and the date on a bank book. The number of the bank book was 46342.

Mr. Pinsaro opened his account with two dollars (\$2.00).

Facts: *The new nation needed a new government to guide it. The states chose their wisest and best men and sent them to Philadelphia (1787) to see what should be done.*

### EXERCISES

Have you ever opened a bank account?

Did you write on the card the answer to the questions, or did the clerk write them?

Is it necessary to know how to write to open a bank account?

When is your pay day?

## OPENING A BANK ACCOUNT


How much money can you save each week ?

Where do you put your money ?

With what sum of money did you open your bank account ?

With what sum of money did Mr. Pinsaro open his bank account ?

Fill out a card like the one below :

46342	I hereby agree to the rules and regulations of the CINCINNATI SAVINGS BANK relating to savings deposits now or hereafter in force.	
Sign here 		
Residence	Post Office Address	
Birthplace	Date of Birth	
Father's Name	Mother's name	
Name of husband or wife	Occupation	
Deposited by	- Date	

## LESSON XVII

### *GO, WENT, AND SHALL GO*

To-day is Tuesday.

Yesterday was Monday.

To-morrow will be Wednesday.

To-day I go to school.

Yesterday I went to school.

To-morrow I shall go to school.

To-day you go to work.

Yesterday you went to work.

To-morrow you will go to work.

To-day (he, she) goes to the bank.

Yesterday (he, she) went to the bank.

To-morrow (he, she) will go to the bank.

To-day we go to the grocer's.

Yesterday we went to the grocer's.

To-morrow we shall go to the grocer's.

To-day they go to the market.

Yesterday they went to the market.

To-morrow they will go to the market.

## GO, WENT, AND SHALL GO

## To-day

I go	We go
You go	You go
He goes	They go
She goes	

## Yesterday

I went	We went
You went	You went
He went	They went
She went	

## To-morrow

I shall go	We shall go
You will go	You will go
He will go	They will go
She will go	

Facts: *The men who had been sent to Philadelphia formed a new government. They signed a new document which is called the Constitution of the United States.*

## EXERCISES

What day is to-day? What do you do to-day?

What day was yesterday? What did you do yesterday?

What day will to-morrow be? What will you do to-morrow?

What was the day before yesterday?

What did you do on that day ?

What will the day after to-morrow be ?

What will you do on that day ?

Name the day before Monday ; the day before Tuesday ; the day before Wednesday ; the day before Thursday ; the day before Friday ; the day before Saturday ; the day before Sunday.

Tell what you did on each of those days.

Name the day after Sunday ; the day after Monday ; the day after Tuesday ; the day after Wednesday ; the day after Thursday ; the day after Friday ; the day after Saturday.

Tell what you will do on each of those days.

### WRITING

Copy these sentences, filling in the blanks with the correct form of *go* and *walk*.

Yesterday I — to the store.

To-day I — to the store.

To-morrow I — to the store.

Yesterday I — to the factory.

To-day I — to the factory.

To-morrow I — to the factory.



## LESSON XVIII

### PAYING THE RENT

Learn : I would like a receipt, please.

landlord

mistakes

promptly

collected

receipt

debt

To-day is the first day of the month. I paid my rent.

My landlord called at my house for it. He likes to have the rent paid promptly. This is only fair because he has many bills to pay.

He gave me this receipt for the money I paid him :

\$ 22.<sup>00</sup>/<sub>100</sub>

Cleveland, Ohio

April 1, 1921.

Received from George Smith,

Twenty-two dollars, ~~~~~ \$ 22.<sup>00</sup>/<sub>100</sub>

In payment of rent from April 1, 1921 to

May 1, 1921, of tenement at 432 Main St.

William Pierce.

I shall keep this receipt. It shows that I have paid my rent for the month of April, 1921.

Mistakes are sometimes made. My landlord might forget that he had collected the rent. If I showed him this receipt he would know that I had paid it.

A debt cannot be collected twice if you hold the receipt.

Facts: *The new Constitution gave us a President as a leader. The President must see that the laws are obeyed.*

### EXERCISES

When do you pay your rent ?

Do you always get a receipt ?

What is a receipt ?

When should you give a receipt ?

When should you get a receipt ?

What do you do with your receipts ?

How does a receipt protect you ?

From whom do you get receipts ?

Make out a receipt for money you received from Mr. William Martino to whom you sold a bushel of potatoes at \$4.00 a bushel.

## LESSON XIX

### SINGULAR AND PLURAL

#### *One*

The girl jumps.  
The boy runs.  
The man works.  
The woman sews.  
The child plays.  
My tooth aches.  
The leaf blows.  
The knife cuts.  
This loaf of bread costs  
fifteen cents.  
The baby cries.  
The lady sits.

#### *Two or More*

The girls jump.  
The boys run.  
The men work.  
The women sew.  
The children play.  
My teeth ache.  
The leaves blow.  
The knives cut.  
These loaves of bread  
cost fifteen cents.  
The babies cry.  
The ladies sit.

Notice that the word which tells what the girl does (*jumps*) drops the *s* (*jump*) when we speak of two or more girls.

Read these sentences using the correct form of the word which describes the action :

*build*                      *builds*

The carpenters ——— a house.

*guard*                      *guards*

The policemen ——— our homes.

*fight*                      *fight*  
The soldiers ——— bravely.

*flow*                      *flows*  
The river ——— through the meadow.

*eat*                      *eats*  
Horses ——— grass.

*grow*                      *grows*  
The days ——— longer.

*brush*                      *brushes*  
He ——— his teeth three times a day.

*read*                      *reads*  
Angelo ——— the lesson.

*work*                      *works*  
We ——— six days a week.

*like*                      *likes*  
He ——— music.

*knit*                      *knits*  
The ladies ——— sweaters.

*need*                      *needs*  
The machine ——— oil.

*play*                      *plays*  
They ——— in the orchestra.

*open*                      *opens*  
She ——— the windows each morning.

*cry*                      *cries*

The baby ——— for its mother.

*help*                      *helps*

Citizens ——— to make the laws.

*love*                      *loves*

Americans ——— freedom.

Give the plural form of these words :

brother	field
chair	desk
farm	leaf
orange	rug
lady	clerk
army	address
child	sheep
receipt	customer
woman	train
officer	scale
man	tooth
immigrant	automobile

Facts: *The Constitution went into effect in 1789, and George Washington became the first President of the United States. He was reëlected in 1792.*

## LESSON XX

### HOLIDAYS

nation	deed
set apart	general
honor	special
celebrate	decides

Every country and nation has its own holidays. No one works on these days. They are set apart to honor some great man or to celebrate some great deed.

The people of the United States have six general holidays. They are Christmas, New Year's Day, Washington's Birthday, Independence Day, Labor Day, and Thanksgiving Day.

Some cities and states have their own special holidays. The city or state government decides what they shall be. The most important holidays in all of the states are :

New Year or the first day of January.

Lincoln's Birthday, on the twelfth of February.

Washington's Birthday, on the twenty-second of February.

Memorial Day, on the thirtieth of May.

Independence Day, on the fourth of July.



Labor Day, on the first Monday in September.

Columbus Day, on the twelfth of October.

General Election Day, on the Tuesday after the first Monday in November in most states.

Thanksgiving Day, on the last Thursday in November.

Christmas, on the twenty-fifth of December.

Facts: *The American flag was adopted on June 14, 1777. The first flag was made with thirteen stars and thirteen stripes. There was a star and a stripe in the flag for each of the thirteen states.*

### EXERCISES

Fill in the blanks:

What is a holiday?

A holiday is a day on which people do not ——.

Why are holidays set apart?

Holidays are set apart to —— some great man or to —— some great deed.

Name the six general holidays in the United States.

The six general holidays in the United States are —— ——— ——— ——— ———.

What do some cities and states have?

Some cities and states have their own —— holidays.

What government decides what the city and state holidays shall be?

The \_\_\_\_\_ or \_\_\_\_\_ governments decide what their holidays shall be.

What are the special holidays in the city in which you live?

The special holidays in this city are \_\_\_\_\_.

What are your special state holidays?

The special holidays in this state are \_\_\_\_\_.

What are the most important holidays in all the states?

The most important holidays in all the states are \_\_\_\_\_.

What are the most important holidays in your country?

The most important holidays in my country are \_\_\_\_\_.

NOTE TO THE TEACHER.—The teacher should see in the Teachers' Manual the list of the most important European holidays and celebrate in a fitting manner the holidays of the members of her class.

## LESSON XXI

### REVIEW

(The teacher should bring to class several international money order blanks.)

Fill out an international money order blank as if you were sending twenty-five dollars (\$25.00) to a relative or friend in the old country.

Tell five things which it is against the law to do without a license.

Tell in your own words the story of "How Mr. Pinsaro Lost His Money."

Why should we put our money in the Savings Bank?

What is interest?

What is the difference between the Savings Bank and the Postal Savings Bank?

How much interest does each pay?

Have you a savings account?

Explain how you opened it.

How does a savings account protect your family?

Name yesterday and to-morrow each day for a week.

What is a receipt?

When should you give a receipt ?

When should you get a receipt ?

Why should you keep receipts ?

Make out a receipt for a basket of fruit costing two dollars and fifty cents (\$2.50), which you sold to the Independent Italian Club.

What holiday comes next ?

Name six general holidays.

Write the plural of these words :

foot

lady

child

loaf

man

woman

tooth

foreman

shoe

factory

knife

family

baby

potato

country

gentleman

Write the letter you would send with your international money order.

Address the envelope.

Where do you write your own name ? Why ?

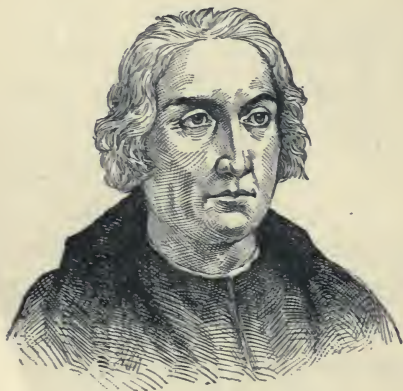
## LESSON XXII

### COLUMBUS DAY

flat	merchants
round	crew
India	urged
rich	ashore
traveled	island

October twelfth is Columbus Day. Christopher Columbus was an Italian sailor. He lived many hundred years ago.

At that time people thought that the world was flat. Columbus did not think this. He thought that the world was round and that by sailing to the west he would find the east.



CHRISTOPHER COLUMBUS

India was a very rich country. Every year people traveled east many miles overland to trade with the merchants there.

Columbus thought that by sailing west across the water he could find a shorter way to India. He was poor, and for a long time no one would give him the money for ships.



At last the queen of Spain helped him. He bought three small ships and with his crew started out over the unknown ocean.

Many months they sailed without seeing land. The sailors wanted to turn back but Columbus urged them to sail on.

At last land was seen, and on October 12, 1492, Columbus and his sailors went ashore. They thought they had reached India. But the land was an island off the coast of America.



THE SHIP OF COLUMBUS

Our country is sometimes called Columbia in honor of Christopher Columbus.

Facts: *Later it was decided that a star should be added to the flag for each new state, but that the stripes should be fixed at thirteen.*

### EXERCISES

Read the following sentences, filling in the blanks, then copy:

October 12th is ———.

Columbus was an ——— sailor.



He lived many ——— years ago.

He wished to find a short route to ———.

The queen of ——— gave him money to buy ships.

He sailed off over the ——— ocean.

The sailors wished to ———.

Columbus urged them to ———.

After many months they landed on an island off the coast of ———.

They thought they had reached ———.

They called the people they found on the island ———.

Columbus claimed the land in the name of ———.

Our country is sometimes called ——— in honor of Columbus.



MAP OF THE VOYAGES OF COLUMBUS

## LESSON XXIII

### NUMBERS AND NUMERALS

1	one	I	1st	first
2	two	II	2d	second
3	three	III	3d	third
4	four	IV	4th	fourth
5	five	V	5th	fifth
6	six	VI	6th	sixth
7	seven	VII	7th	seventh
8	eight	VIII	8th	eighth
9	nine	IX	9th	ninth
10	ten	X	10th	tenth
11	eleven	XI	11th	eleventh
12	twelve	XII	12th	twelfth
13	thirteen	XIII	13th	thirteenth
14	fourteen	XIV	14th	fourteenth
15	fifteen	XV	15th	fifteenth
16	sixteen	XVI	16th	sixteenth
17	seventeen	XVII	17th	seventeenth
18	eighteen	XVIII	18th	eighteenth
19	nineteen	XIX	19th	nineteenth
20	twenty	XX	20th	twentieth
21	twenty-one	XXI	21st	twenty-first
22	twenty-two	XXII	22d	twenty-second
23	twenty-three	XXIII	23d	twenty-third
24	twenty-four	XXIV	24th	twenty-fourth
25	twenty-five	XXV	25th	twenty-fifth

26	twenty-six	XXVI	26th	twenty-sixth
27	twenty-seven	XXVII	27th	twenty-seventh
28	twenty-eight	XXVIII	28th	twenty-eighth
29	twenty-nine	XXIX	29th	twenty-ninth
30	thirty	XXX	30th	thirtieth

Facts: *The stars in the American flag tell us of the growth of the nation. The stripes stand for the thirteen original states.*

## EXERCISES

Read the following :

18	II	1st	first
29	VI	4th	third
34	VIII	5th	fourth
65	X	7th	ninth
99	XII	11th	tenth
123	XIV	14th	twelfth
465	XIX	15th	fourteenth
500	XX	19th	seventeenth
654	XXI	21st	eighteenth
788	XXIII	22d	twentieth
837	XXV	25th	twenty-third
905	XXVII	28th	twenty-fifth
949	XXIX	29th	twenty-eighth
1000	XXX	30th	thirtieth

## LESSON XXIV

### ADJECTIVES

big		small
long		short
high		low
fat		thin
good	better	best
fast	faster	fastest
high	higher	highest
short	shorter	shortest

Peter comes into the room. He is tall and thin. He has two books in his hand. One is big. The other is small. He has two pencils, a long one and a short one. He sits down at a high desk. He puts the big book and the long pencil on the high desk.

Here comes Peter's brother. He is short and fat. Peter is sitting at a high desk. His brother sits at a low one. They read a lesson in the big book.

Peter's reading is good. His brother's reading is better. The teacher's reading is best of all.

I work fast. John works faster. Max works fastest.

The school building is high. The courthouse is higher. City Hall is the highest.

October days are short. November days are shorter. December days are shortest.

Facts: *In 1861, several states in the South withdrew from the Union because they wished to continue to hold slaves.*

## EXERCISES

Use these words in sentences :

sharp	sharper	sharpest
slow	slower	slowest
thick	thicker	thickest
low	lower	lowest
broad	broadier	broadest
late	later	latest
wide	wider	widest
tall	taller	tallest
happy	happier	happiest
bright	brighter	brightest
bad	worse	worst
little	less	least
many	more	most
near	nearer	nearest or next
beautiful	more beautiful	most beautiful

## LESSON XXV

### EXCHANGING A SUIT

*Salesman:* Good morning. What can I do for you?

*Customer:* I would like to exchange this suit. It does not fit well.

*Salesman:* When did you buy it?

*Customer:* I bought it yesterday.

*Salesman:* Have you the sales slip?

*Customer:* Yes. I brought it with me.

*Salesman:* I am glad you did. An exchange is much easier if you have the sales slip. I will call the head salesman.

This gentleman wishes to exchange a suit.

*Head salesman:* Let me see the sales slip, please. What is the matter with the suit?

*Customer:* It is too small. The coat does not feel good across the shoulders.

*Head salesman:* All right, sir. We will try to get you a suit that will fit comfortably.

Find another suit for this gentleman.

*Salesman:* You need one size larger. Try this one on.



*Customer:* That feels better. Is this suit the same price?

*Salesman:* Yes, they are both the same price.

*Customer:* I will take this one. Thank you for helping me.

*Salesman:* You are welcome, sir. We always like to have our customers satisfied.

*Facts:* *The states which withdrew from the Union formed a government of their own. They called their new government the Confederate States of America.*

### EXERCISES

Where can you buy a suit?

How long can you keep a suit before exchanging it?

Can you exchange anything after it has been worn?

What must you bring with you?

Why does bringing the sales slip make an exchange easier?

For what reasons could you exchange a suit?

Should we not try to make the right selection when we buy?

Did you ever exchange anything? What did you say to the clerk? Did you get something that suited you better?

## WRITING

Copy these sentences, filling in the blanks:

I wish to —— this suit.

It is too ——.

It does not feel good across the ——.

I need one size ——.

That —— better.

Is this suit the same —— as the other one?

I will —— it.

Thank you for —— me.

We are always glad to have our customers ——.

## TOPICS FOR CONVERSATION

Exchanging a pair of shoes.

Exchanging a pair of gloves.

NOTE TO THE TEACHER.— Call attention to the fact that some dealers will not exchange any article of wearing apparel.

## LESSON XXVI

### KEEPING A PERSONAL ACCOUNT

Learn : Thrift builds a bridge to a better job.

earnest	value	certain
education	personal	plan
needs	account	reasonable
studied	balance	prospects

Mr. Pinsaro earned twenty-two dollars (\$22.00) a week. He wished to give his children an education. He wanted to own his own home. He also wanted to have some money saved in case of sickness.

He counted the cost of the needs of his family each week. He studied how to spend his money so that he would get the most value from it. He made out a personal account each week.

### PERSONAL ACCOUNT

<i>Receipts</i>	<i>Expenses</i>
Week's wages . . . \$22.00	Car fares . . . . \$ 1.00
	Food . . . . . 7.50
	Rent . . . . . 5.00
	Clothing for family . 5.00
	Insurance . . . . .50
	Charity . . . . .50
	Recreation — moving
	pictures . . . . .50
Balance on hand . . \$ 2.00	\$20.00

He tried to follow this plan each week.

He found that he could do so almost always, and that it helped him to save a certain amount of money.

Facts: *The constitution of the Confederate States guaranteed protection to slavery.*

### EXERCISES

About how much do you earn each week?

Are you married? Have you a family?

Do you plan how you are going to spend your money?

Do you try to save some money each week?

Did you ever keep a personal account?

What did Mr. Pinsaro count in his week's expenses?

Ask yourself these questions:

Are the needs of your family being met?

Are you paying fair prices?

Are you saving a reasonable amount?

What would you do in case of sickness?

Can you do something more to get ahead?

What are your prospects for the future?

How does thrift build a bridge to a better job?

## LESSON XXVII

### DEPOSITING MONEY



Learn : The dollar that goes to work is the successful dollar. The idle dollar is a failure.

marked  
deposits  
slip

total  
amount  
correct

Mr. Pinsaro was paid to-day. He went to the Savings Bank. He went to the window marked "Deposits." The clerk gave him a deposit slip. He wrote his name and address on it. He wished to deposit two dollars. He had a one dollar bill





Mr. Pinsaro looked at the book to see that the amount was correct.

He puts two dollars in the bank each week.

How two dollars (\$2.00) saved after paying the week's expenses, deposited weekly, will grow in five years at 4 per cent interest :

*Weekly*

<i>Deposits</i>	1 year	2 years	3 years	4 years	5 years
\$2.00	\$106.00	\$216.46	\$331.30	\$450.78	\$575.09

Facts : *The withdrawal of these states from the Union led to the Civil War. The Civil War began April 15, 1861.*

### EXERCISES

Mr. Pinsaro's book showed that he had saved \$216.46. How long had he been saving ?

If he saved two dollars each week how much money would he have at the end of three years ? Four years ? Five years ?

What rate of interest did the bank pay Mr. Pinsaro ?

What rate of interest does your bank pay ?

### SUGGESTED CONVERSATION LESSON

Withdrawing money from the bank.

## LESSON XXVIII

### WAS AND WERE

#### ONE AND MORE THAN ONE

I was at the crossing.

You were in an automobile.

He was on the wrong side of the street.

We were among the crowd.

You were behind an electric car.

They were in an accident.

The boy was away.

The man was here.

The girl was in school.

The pencil was sharp.

My hat was new.

The house was old.

The day was short.

He was a good workman.

The wall was high.

The boys were away.

The men were here.

The girls were in school.

The pencils were sharp.

Our hats were new.

The houses were old.

The days were short.

They were good workmen.

The walls were high.

#### *Singular*

I was

You were

He was

She was

It was

#### *Plural*

We were

You were

They were

*Singular*

Was I ?

Were you ?

Was he ?

Was she ?

Was it ?

*Plural*

Were we ?

Were you ?

Were they ?

## EXERCISES

Use the above in complete sentences.

Fill in the blanks with *was* or *were* :

They — on the shore.

You — on time.

The bank — on this street.

The machines — old.

The ropes and ladders — ready.

They — not late.

The varnish — in a pail.

The children — in school.

The postman — at the door.

The shoes — too large.

He — always ready.

The coats — on sale.

Facts: *Abraham Lincoln was one of the greatest Americans that ever lived. He was President of the United States during the Civil War.*

## LESSON XXIX

### A BUSINESS LETTER

*468 Massachusetts Ave.,  
Cambridge, Mass.,  
July 10, 1920.*

*D. C. Heath & Co.,  
50 Beacon St.,  
Boston, Mass.*

*Dear Sirs,*

*Enclosed find a post office money order for two dollars and ninety-two cents (\$2.92).*

*Please send me one copy of each of the following books:*

<i>Woolley's Handbook of Composition</i>	<i>\$1.08</i>
<i>Plass' Civics for Foreigners</i>	<i>.88</i>
<i>Winslow's The Earth and Its People</i>	<i>.96</i>

*Very truly yours,*

*James Searles.*

*Facts: The Civil War ended in 1865. The Confederacy was at an end. Slavery was over.*

## EXERCISES

Copy the letter. Study it for dictation. Address the envelope.

Write a letter to Sears, Roebuck & Co., Chicago, Illinois. Order these goods by mail:

2 yds. navy blue serge	\$ 2.50
$\frac{1}{2}$ doz. handkerchiefs	3.00
1 pr. stockings	1.75
1 pr. gray woolen gloves	2.25

Address the envelope.

Make out a money order blank for two dollars and ninety-two cents (\$2.92).

Make out the money order blank for your letter to Sears, Roebuck & Co.

Write answers to the above letters.

## LESSON XXX

### FRACTIONS

One whole is two halves.

One whole is three thirds.

One whole is four fourths.

$\frac{1}{2}$  one half

$\frac{1}{3}$  one third

$\frac{2}{3}$  two thirds

$\frac{1}{4}$  one fourth

$\frac{2}{4}$  two fourths — one half

$\frac{3}{4}$  three fourths

$\frac{1}{5}$  one fifth

$\frac{2}{5}$  two fifths

$\frac{3}{5}$  three fifths

$\frac{4}{5}$  four fifths

$\frac{5}{5}$  five fifths — one whole

$1\frac{1}{2}$  one and one half

$2\frac{1}{2}$  two and one half

$3\frac{1}{3}$  three and one third

$4\frac{3}{4}$  four and three fourths

Facts: *On the evening of April 14, when the Civil War was just over, and when the North and South needed Abraham Lincoln most, he was shot by an actor named Booth.*



## EXERCISES

A whole is how many halves ?

A whole is how many thirds ?

A whole is how many fourths ?

A whole is how many fifths ?

How many halves are there in one and one half ?

How many halves are there in two and one half ?

How many halves are there in three and one half ?

How many thirds are there in one and one third ?

How many thirds are there in two and two thirds ?

How many thirds are there in three and one third ?

How many fourths are there in one half ?

How many fourths are there in one and one half ?

How many fourths are there in four and three fourths ?

If potatoes are  $5\frac{1}{2}$  cents a pound (lb.) what will 2 lb. cost ?

At \$15 a ton what will  $1\frac{1}{2}$  tons of coal cost ?

There are 12 months in a year. How many months in  $\frac{1}{2}$  of a year ? In  $\frac{1}{3}$  of a year ? In  $\frac{1}{4}$  of a year ? In  $\frac{1}{6}$  of a year ? In  $\frac{1}{12}$  of a year ?

If you earn \$4.50 a day and lose  $\frac{1}{2}$  day, how much money do you lose ?

If a piece worker makes 40 cents an hour, how much money will he earn in  $8\frac{1}{2}$  hours ?

## LESSON XXXI

### REVIEW

What is the first day of the week ?

What is the second day ?

What is the fifth day ? The fourth day ? The seventh day ?

What is the 1st month of the year ?

What is the 10th month ? The 7th month ? The 3d month ? The 8th month, etc. ?

Write this date — January twenty-seventh, nineteen hundred and twenty.

Write the date on which the Declaration of Independence was signed.

Fill in the blank spaces with one of the following words :

wider

nearest

sharpest

worst

happier

higher

He is — at work than idle.

This street has been made —.

It was the — storm of the year.

This knife is the — of the three.

Kindly direct me to the — drug store.

Prices are — now than they ever were before.

## WRITING

Write these sentences, filling in the blank spaces with *was* or *were*:

The men —— brave and strong.

William —— the youngest of the three sons.

Lincoln and Washington —— great soldiers.

The man —— at work at seven o'clock.

These shoes —— six dollars (\$6.00) a pair.

Write a business letter to John Lucas & Co., Philadelphia, Pa., ordering  $2\frac{1}{2}$  gallons of paint at \$6.00 a gallon, and 1 gallon of varnish at \$4.50 a gallon.

Make out an application for a money order for the amount of money that they will cost.

Write on the board these numbers:

one half

three fourths

four and one half

three and two thirds

two and five sixths

seven and three tenths

five and six sevenths

eight and three fourths

ten and four fifths.

## LESSON XXXII

### THANKSGIVING DAY



THE "MAYFLOWER" IN PLYMOUTH HARBOR

NOTE TO THE TEACHER.—Bring to class pictures of the Pilgrims, the *Mayflower*, and the early settlements. Use the calendar in connection with the lesson. Connect with the harvest festivals of the "Old Country."

Pilgrims	bleak	harvests
worship	Plymouth	ripened
Mayflower	hardships	invited
rough	courage	unite

In 1620, about three hundred years ago, a little band of Pilgrims came to America. They left

England because they could not worship God in their own way.

They crossed the ocean in a little ship called the *Mayflower*. The rough winds drove them on the bleak shores of New England and they landed at what is now Plymouth, Massachusetts.

Their first winter in America was terribly cold. They suffered many hardships, and many died of cold and hunger. But those who were left did not lose courage.

When spring came they planted corn and vegetables and other things. In the fall the harvests ripened and they had plenty to eat.

They were very thankful for this and they had a feast at which they thanked God for His goodness to them.

They invited the Indians to unite with them. This was their first Thanksgiving Day.

The American people now have a Thanksgiving Day every year. It is set apart by the governor of each state.

Thanksgiving Day is the last Thursday of November.

Facts: *The Civil War cost the lives of nearly a million men, and from six to ten billion dollars. But by it the Union was saved and slavery was ended.*





## EXERCISES

When did the Pilgrims come to America ?

From what country did they come ?

Why did they leave England ?

What was the name of the ship that brought them to America ?

Describe their first winter in this country.

What did they do in spring ?

When did the harvests ripen ?

How did the Pilgrims celebrate the ripening of the harvests ?

Whom did they thank ?

When is our Thanksgiving Day ?

By whom is it set apart each year ?



## LESSON XXXIII

### AT THE MEAT MARKET

market	aisle
busy	ticket
waited upon	stamped
cases	cashier
beef	bundle

Mrs. Brown wished to buy the Sunday dinner. She went to the market at the corner of the street. Saturday night is a busy night. Many men and women were standing about who had not been waited upon.

The market was large and very clean. Good looking meat could be seen inside the glass cases. The meats are kept fresh and cold. They are put in the cases so that flies and dust may not touch them.

There were boxes of green vegetables on each side of the aisle.

The clerk found Mrs. Brown a small piece of beef. It weighed four pounds. He gave her a ticket with the price of the beef stamped on it. The price was one dollar and sixty-eight cents (\$1.68).

Mrs. Brown paid the cashier. The cashier stamped the ticket "PAID."

Mrs. Brown gave this ticket to the clerk and the clerk gave her the meat.

Facts: *The Union of the United States was founded upon Liberty and Justice to all. (Revolutionary War) It was preserved with Liberty and Justice to all. (Civil War)*

## EXERCISES

Where did Mrs. Brown buy the Sunday dinner?

Where do you trade?

Why do we say that Saturday night is a "busy" night?

How are meats kept in a good market?

Where are they kept?

Why are they kept under glass?

Where else are they sometimes kept?

Where are the meats kept in the market at which you trade?

What kind of meat did Mrs. Brown buy?

How much did it weigh?

What did it cost?

Whom did Mrs. Brown pay?

Find the price of 5 pounds of beef at forty-four cents (\$.44) a pound; of six pounds at forty-six cents (\$.46) a pound; of 8 pounds at forty-three cents (\$.43) a pound.

## LESSON XXXIV

### INSPECTED MEAT

inspectors	unloaded
duty	freight
examine	unpleasant
animal	smell

Our government protects us in many ways. It pays thousands of dollars every year to men who are called meat inspectors.

It is the duty of these men to visit meat markets to see that they are clean. They examine the meat to make sure that it is in good condition for food.

Other inspectors visit the houses where the animals are killed. No animal which is not healthy and well can be killed for food.

Other men inspect the meat before it is unloaded from the freight cars.

Meat which is free from disease, clean, and wholesome is stamped by the inspectors. Whenever you see a blue stamp you may be sure that the meat has been inspected.

Do not buy or eat meat which has an unpleasant smell or which is very dark in color.

Facts: *Within a few years after the Civil War ended all of the states which had seceded were back in the Union. Negroes were given the right to vote and all other rights which white men have.*

### EXERCISES

How does the government protect us?

Who pays the salary of meat inspectors?

Why does our government hire them?

What are the duties of meat inspectors?

Why do inspectors examine meat?

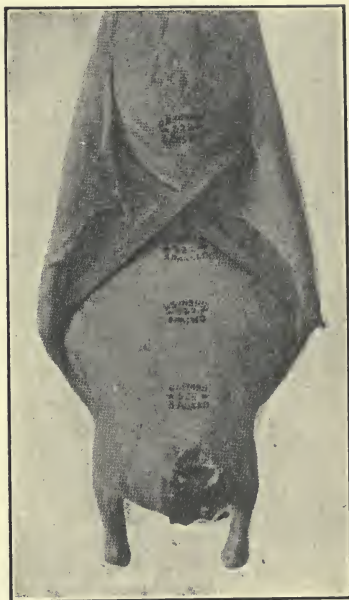
How may we know that meat has been inspected?

What kind of meat must we be careful not to buy?

Why?

Do you know of any other inspectors?

What are their duties?



## LESSON XXXV

### PURE FOOD LAWS

pure	correctly
impure	requires
cheap	prepared
expensive	netting
labeled	proper

It has been found many times that cheap foods have been mixed with expensive foods.

It has been true that cheap and impure oils have been mixed with pure oils. Cottonseed oil has been sold as pure olive oil. Oleomargarine has been sold as fresh creamery butter.

If we buy and pay for pure olive oil we should have it. When we get cottonseed oil we should not pay for olive oil.

If we buy pure butter the dealer should give it to us, and if we get oleomargarine we should pay for that and not for butter.

For this reason our government has made what are known as Pure Food Laws. Under these laws all foods must be labeled correctly. If anything has been mixed with a food the fact must be printed on the label.



The government has made other laws for our protection.

The law requires storekeepers to cover prepared foods with a netting to protect them from the dust and flies.

See that all prepared food you buy is marked "Prepared in Accordance with the Pure Food and Drug Act," or "Guaranteed under Provisions of the Pure Food Laws."

Do not buy any food that is not cared for by the dealer in the proper way.

Facts: *In the United States we have three branches of government. They are the national government, the state government, and the city government.*

### EXERCISES

Why was it necessary to make Pure Food Laws?

What do Pure Food Laws provide?

How should all the prepared food we buy be marked?

What does "Prepared in Accordance with the Pure Food and Drug Act" mean?

What other laws does our government make for our protection?

Why should every one see that these laws are carried out?



## LESSON XXXVI

### *THIS, THAT, THESE, THOSE*

This book in my hand is his.

That book on the table is yours.

These books on this desk are mine.

Those books on that shelf are hers.

*This* is used when speaking of one thing that is near.

*These* is used when speaking of many things that are near.

Thus, "*This book*" and "*These books*" are near at hand as on the desk.

*That* is used when speaking of one thing that is not near.

*Those* is used when speaking of many things that are not near.

Thus, "*That book*" and "*Those books*" are on a table or shelf at the back of the room, away from the person who is speaking.

Name something that is near.

Name something that is farther away.

Name some things that are near.

Name some things that are farther away.

Facts: *The national or federal government is higher than either the state or city government. The laws of the national government rule the whole nation.*

### EXERCISES

Fill in the blank spaces with *this, that, these, or those*:

Will you put — books away?

Mr. Guastela brought — flag to school.

— train is not crowded.

— newspaper is mine, — is yours.

— room is rented.

— boots are just what I want.

Bring — pencils here, please.

Put it on — shelf.

— pay check is incorrect.

Is — your car?

— apples are not ripe.

It will cost you five cents to send — letter.

— firemen worked all night to put out the blaze.

The baggage is carried on — train.

May I have — hammer, please?

Make up sentences using *this, that, these, or those*.

## LESSON XXXVII

### AN AUTOMOBILE ACCIDENT

Learn : Haste makes waste.

risen	surgeon
machine	bound
wounded	services
ambulance	police station
hospital	fault

Mario was hurrying to work one day. He had risen late, and had taken only a cup of coffee. He was running to the factory to get there on time.

A large automobile was coming around the corner. Mario tried to cross in front of it. But he was too late. The driver blew his horn. He tried to stop the machine, but it hit Mario and passed over his body.

He was very badly wounded. A crowd gathered at once. A policeman told them to keep away. Mario needed all the air that he could get just then.

Some one telephoned for the ambulance. Very soon it came clanging down the street. Mario was gently laid on a stretcher and lifted into the ambulance. He was carried quickly to the hospital where a surgeon dressed and bound his wounds.

How gently and quickly the surgeon worked !

In every hospital we find some of our best doctors and surgeons. They give their services free of charge to care for the sick and wounded who are not able to pay.

The automobile driver gave the policeman his name and he was taken to the police station. But it was not his fault.

Mario, in trying to save one half a minute, had crossed in front of the automobile. Now it will be many days, thousands of minutes, before Mario is well enough to work again.

Facts: *All powers not delegated to the United States in the national Constitution are reserved to the states or to the people.*

#### EXERCISES

Why was Mario hurrying to work ?

Why did he cross in front of the automobile ?

What happened to him ?

Where was he taken ?

Who took care of his wounds in the hospital ?

How many minutes would Mario have saved if he crossed the street safely ?

How many days or weeks do you think he will lose before he is well again ?

How does "Haste make waste" ?

## LESSON XXXVIII

### COMMONLY USED PRONOUNS

I	my	mine	me
we	our	ours	us
you	your	yours	you
he	his	his	him
she	her	hers	her
it	its	its	it
they	their	theirs	them

I will help you.

He carried her bag.

They gave it to me.

She took your umbrella.

We drove them home.

My book is like yours.

His car is like theirs.

Our house is on this street.

What will they pay me ?

It is a large bank.

Give sentences using any of the above pronouns.

Facts: *The constitution of each state and the charter of each city must be in accordance with the Constitution of the United States. The laws of every village, town, city, county, and state must agree with the laws of the nation.*

## EXERCISES

Fill in the blanks, using the correct pronoun :

John took —— raincoat with ——.

Mary forgot to take ——.

You took ——, didn't ——?

They tried to do —— best.

We made out —— production charts.

We took down the flag. —— was blowing in the wind.

I raised —— right hand to salute the flag.

He took out —— "first papers."

You hold —— book too near —— eyes.

We began —— work on time.

Will you write —— name here?

The foreman gave him —— work.

I taught Mary to write —— name.

He put all the money —— could spare in the bank.

Mr. Brown does —— own bookkeeping.

She paid —— rent promptly.



## LESSON XXXIX

### ABRAHAM LINCOLN

noblest	dreary
cabin	wisdom
educated	reuniting
slavery	half-crazed
freed	actor

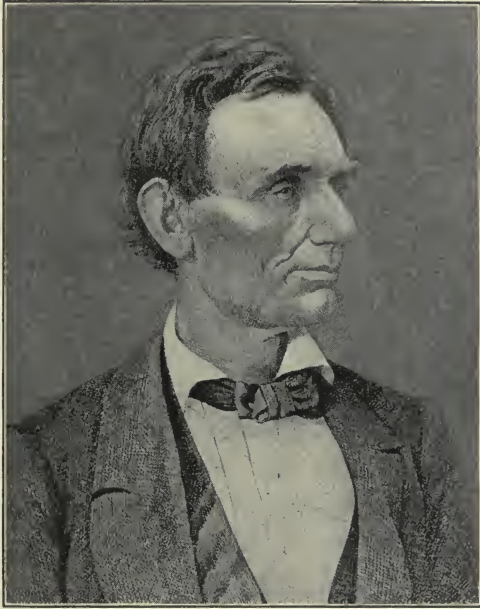
On February 12, 1809, one of the best loved and noblest men that ever lived, was born. Abraham Lincoln was his name.

He was born in a log cabin in Kentucky. His parents were very poor and he had little chance to go to school. But he educated himself by hard study at home. He sometimes studied by candle-light, and sometimes by the light of a burning log.

When he became a man he was elected President of the United States. It was during his term as President that the Civil War was fought. The question of slavery had come up, and the South wanted to leave the Union. The North said that the Union must be kept and that the slaves must be freed.

Four long dreary years of war followed and Lincoln's wisdom and courage helped to save the nation.

The war ended at the beginning of Lincoln's second term. The North had won and the slaves were freed. Peace had come again.



ABRAHAM LINCOLN

Lincoln had just begun the work of reuniting the North and South when his life was taken by a half-crazed actor. He was shot on the night of April 14, 1865.

The whole nation was saddened by the death of this great and good man.

Facts: *The national government, the state government, and the city government are divided into three departments: the Legislative, the Executive, and the Judicial departments.*

### EXERCISES

When was Abraham Lincoln born?

Where was he born?

Were his parents rich or poor?

Did Abraham Lincoln have a chance to go to school?

How did he educate himself?

Do you suppose there were evening schools at that time?

What office did Abraham Lincoln hold when he became a man?

What war was fought while he was President?

Why was it fought?

What was the result of the Civil War?

How many years did it last?

How did Abraham Lincoln die?

When did he die?

Tell in your own words the story of Abraham Lincoln's life.

Write it.

## LESSON XL

### THE SCHOOL DEPARTMENT

(NOTE TO THE TEACHER.— Compare educational opportunities of America with those of Russia, Poland, Italy, etc.)

citizen

understand

grown up

intelligent

government

free to all

Every one who lives in the United States and gets his living here should be a citizen. To be a good citizen you must know how to speak, read, and write English.

There are many schools in every city. The city often gives more money to the School Department to spend than to any other department. Large sums of money are spent on school buildings.

Teachers are employed to teach children and grown up people. Books, papers, and pencils are bought. The city spends all this money so that every one may have an education.

No one can be a good citizen who does not obey the laws. To obey the laws you must know what they are about.

To be a good citizen you must take part in the government. You cannot take part in the government until you understand it.

Our government wants all of its people to be intelligent. That is why there are day schools for children and evening schools and factory classes for men and women.

You do not have to pay money to go to these schools. They are free to all. Come to school and learn how to be a good citizen.

Facts: *In the national, state, and city governments the Legislative Department makes the laws, the Executive Department enforces the laws, and the Judicial Department interprets the laws.*

### EXERCISES

Did you go to school in your own country?

How long have you been going to school in this country?

How many evenings a week do you go to school?

Do you study outside?

Why does the city spend so much money on schools?

### TOPICS FOR CONVERSATION

Life of Carl Schurz, Jacob A. Riis, Edward A. Steiner, Mary Antin, and other well-known immigrant men and women.



## LESSON XLI

### THE NEWSPAPER

(The teacher should always have the daily newspaper in the classroom. Have pupils read headings, simple news articles, want "ads.," and advertisements.)

advertisements

educated

cheaper

information

sales

subject

column

stored

How many pupils can read the American newspaper?

In the newspaper you may read what is being done and what is happening in all parts of the world.

At first, reading may be hard for you, but the more you read the easier it will become.

It is a great help to be able to read the advertisements. You can often buy things cheaper at the sales you see advertised in the newspaper.

If you haven't a position, you may look for one on the "Help Wanted" page. There is also a column in which you can advertise for just the kind of position you want.

Reading the newspaper helps you to speak better English.



Abraham Lincoln educated himself by reading. Every day that you read the newspaper you are helping to educate yourself.

When you learn to read the newspaper you can read books. You will find any information you want on any subject stored away in newspapers and books.

Facts: *The Legislative or lawmaking department of the national government is called Congress. The Constitution of the United States defines the powers of Congress.*

#### EXERCISES

Do you read a daily newspaper?

What is the name of the paper you read?

What can we learn from the newspaper?

Does reading the newspaper help you to speak English? Why?

In what part of the newspaper would you look if you wanted a job?

What would you look for in the newspaper if you were furnishing a house?

Do American newspapers have European news?

How can you learn to read the newspaper?

Tell the class about something that you read in the newspaper to-day.

Write it.

## LESSON XLII

### THE PUBLIC LIBRARY

(The teacher should instruct and encourage pupils in the use of the dictionary, so that they may find the meanings of words they do not know in the newspaper or books.)

immigrant

soil

advantages

magazines

borrow

knowledge

librarian

obtained

When Andrew Carnegie came to America from Scotland, he was a poor immigrant boy. He worked hard and studied hard, because he saw the advantages of learning. He became a very rich man. He tried to place within the reach of even the poorest men, books by which they could learn to educate themselves.

He gave large sums of money for building public libraries.

You can read in a public library, or you can borrow books to read at home. There are books in English and in almost every other language. There are books on almost every subject of which you can think.

You can learn about this country and every country in the world if you can only read.



To take books from the library you must have a library card. The librarian will fill one out for you. All that you need to do is give your name and address and the names of two people in the city who know you.

Then you may borrow books on this card. Most books can be kept out two weeks. At the end of two weeks they must be returned. You should be very careful not to soil or tear the books.

In each library there is a reading room. Here there are magazines and all the daily newspapers for your use.

Is it not very wrong to be without knowledge when it may be obtained free of charge and so easily?

There are thousands of people who have had very little chance to go to school, but who have educated themselves by reading and studying books from the public library.

Get a library card to-day and help to educate yourself by reading.

Facts: *Congress meets in Washington, D. C., in the Capitol building. Congress is composed of the Senate and the House of Representatives.*

### EXERCISES

Who was Andrew Carnegie?

From what country did he come?

How did he educate himself?

What did he give to many cities and towns?

Why did he do this?

Have you ever taken books from the public library?

Why should we be careful of the books we borrow from the public library?

What must you have before you can borrow books?

Can you get books or newspapers in other languages than English?

What is a very easy way to educate yourself?

Name someone who educated himself by reading.

Where is the public library in your city?

## LESSON XLIII

### *HAS AND HAVE*

I have an umbrella.  
I have a headache.  
I have begun my work.

You have a good position.  
You have my magazine.  
You have finished on time.

He has a good record.  
He has a newspaper.  
He has made out his chart.

She has a new suit.  
She has a good book.  
She has borrowed my pencil.

We have new machines.  
We have five extra men.  
We have read the tenth lesson.

They have a good teacher.  
They have a big boat.  
They have painted it green.



The automobile has a good engine.  
The automobiles have good engines.  
The tree has many branches.  
The trees have many branches.

*Has* is used when speaking of one person or thing.

*Have* is used when speaking of more than one person or thing, and with "I" and "You."

### EXERCISES

Fill in the blanks in the following sentences, using *has* or *have*:

I —— a new suit.

We —— two tons of coal.

Bread —— good food value.

The milk —— been covered.

They —— two children.

You —— a pleasant flat.

She —— hurt her hand.

We —— fruit in the morning.

The house —— several windows.

The streets —— been covered with oil.

Facts: *The United States Senate is composed of two Senators from each state. Senators are chosen for six years. The presiding officer in the Senate is the Vice-President of the United States.*



## LESSON XLIV

### REVIEW

A yard of cloth costs \$1.00. How much will  $2\frac{1}{2}$  yards cost?

It will cost —.

What are the duties of a meat inspector?

The duties of a meat inspector are —.

Why were the "Pure Food Laws" made?

The "Pure Food Laws" were made to — us.

How do they protect us?

The "Pure Food Laws" protect us by —.

Read a newspaper article and tell your teacher what you read about.

Find the "Help Wanted" column.

If you were looking for a job, which one of those positions would you want? Why?

Tell in your own words how Mario was hurt in the automobile accident.

Who was Abraham Lincoln?

Tell what you know of him.

What is the School Department?

How can you get a book from the public library?

## WRITING

Write these sentences filling in the blank spaces :

—— plane is sharper than —— one.

—— machines are cleaned and oiled.

But —— in the other room need cleaning and oiling.

—— telephone is out of order.

May I use ——, please ?

Mr. Jackson will employ ——.

—— is on the second floor.

Please put —— coat in —— closet.

Add :

$$644\frac{1}{2}$$

$$276\frac{1}{4}$$

$$497\frac{3}{4}$$

$$373\frac{2}{3}$$

$$397\frac{1}{2}$$

$$574\frac{1}{10}$$

$$\underline{462\frac{3}{4}}$$

$$\underline{256\frac{1}{8}}$$

$$\underline{666\frac{2}{5}}$$

$$463\frac{1}{6}$$

$$594\frac{1}{9}$$

$$469\frac{1}{5}$$

$$577\frac{2}{3}$$

$$564\frac{5}{8}$$

$$276\frac{3}{10}$$

$$\underline{439\frac{1}{4}}$$

$$\underline{943\frac{2}{3}}$$

$$\underline{500\frac{3}{4}}$$

Subtract :

$$464\frac{1}{2}$$

$$541\frac{5}{8}$$

$$964\frac{3}{5}$$

$$- \underline{295\frac{2}{3}}$$

$$- \underline{277\frac{3}{4}}$$

$$- \underline{246\frac{1}{10}}$$

$$946\frac{2}{3}$$

$$451\frac{3}{8}$$

$$758\frac{1}{2}$$

$$- \underline{275\frac{1}{6}}$$

$$- \underline{247\frac{1}{4}}$$

$$- \underline{464\frac{3}{7}}$$

## LESSON XLV

### THE FIREMAN

pouring	inspects
provided	properly
inventions	report
terrific	operator
whirl	emergency

A man saw smoke pouring from the windows of a house. He knew it was a fire. He ran to the nearest fire alarm box. He turned the handle, opened the door, and pulled down the hook.

The engines have started. Off they go! They are provided with powerful pumps and all the latest inventions. The firemen cling to the trucks as they put on their rubber coats. No time is lost.

The horns and whistles make a terrific noise as the engines whirl by. Electric cars stop. Automobiles pull out of the way. Men and women run to the sidewalks.

The fire chief passes first in his red automobile. He directs the men fighting the fire.

The firemen are brave. They rush into the smoke and flames to save people from the burning buildings. The firemen belong to the fire department.



The fire department inspects all public buildings to see that they are properly built and that there is as little danger of fire as possible.

Every one should be careful about fire. A home for which it has taken years to pay can be burned to the ground in an hour.

If you wish to report a fire by telephone say to the operator, "Fire Department, Emergency."

When you get the fire department on the telephone tell them where the fire is.

*Facts: The number of Representatives sent to Congress from each state is based on the population of the state. Representatives are elected for two years. The Speaker, chosen from their number, presides over the House.*

## HOW TO AVOID FIRE

Use safety matches.

Keep matches in a tin box.

Do not let children play with matches.

Do not throw a burning match away.

Do not throw a lighted cigarette or cigar away.

Do not light a match in an oven or a room where you smell gas.

Do not let the curtain blow against the gas jets.

Do not use kerosene to kindle a fire.

Never hang dish towels or clothes over a stove.

Do not use lamps or candles to thaw out frozen water pipes.

Keep the clothing away from the flame on a gas stove.

Keep the fire escape, halls, and cellar free from rubbish.

Do not allow a stove or furnace to become overheated.

Do not use gasoline in the house.

Do not smoke or light a match where gasoline is being used.



## LESSON XLVI

### GEORGE WASHINGTON

Learn: First in Peace, First in War, and First in the Hearts of his Countrymen.

commander-in-chief

government

Independence

birthday

Cambridge

celebrated

spirit

holiday

There have been men in every country whose names the people love and honor. In America every one loves the name of Washington.

George Washington was born February 22, 1732, in Virginia.

He was the first commander-in-chief of the American army, during the War for Independence.

The war was fought with England. Washington took command of our army in Cambridge, Massachusetts. The tree under which he stood is to be seen in that city to-day. It is called the Washington Elm.

This war was called the Revolution. It lasted six years. During that time Washington became dear



to every soldier in the army because of his brave spirit and kind actions.



GEORGE WASHINGTON

When the government of the United States was formed, George Washington was made the first President. He served as President for two terms, or eight years. He is often spoken of as the "Father of His Country."

His birthday, the twenty-second of February, is celebrated as a holiday throughout the United States.

Facts: *The Executive Department consists of the President. The President is elected every four years. He is the highest officer in the United States.*

## EXERCISES

When was George Washington born?

Where was he born?

What position did he hold in the American army?

Where did Washington take command of the army?

Under what tree did he stand?

How long did the War for Independence (Revolutionary War) last?

What office was Washington given when our government was formed?

How long did he serve?

What is George Washington sometimes called?

How do we celebrate his birthday?

Why do Americans love the name of Washington?

Write the story of Washington.

## LESSON XLVII

### HOW WE SHALL CHOOSE OUR FOOD

groups	renew
purpose	fuel
nourishing	valuable
material	especially

Every food that you eat may be placed in one of five groups. Each group serves a special purpose in nourishing your body. Each person needs some food from each group daily. Do not skip any group.

I. Fruits and vegetables.

II. Milk, cheese, eggs, meat, fish, beans, peas, peanuts.

III. Cereals, corn meal, oatmeal, rice, rye, wheat, flour, bread.

IV. Sugar, sirups, jelly, honey, candies.

V. Fats, butter, olive oil, bacon, chocolate.

Vegetables and fruits furnish some of the material from which the body is made. They keep its parts working smoothly.

Milk, cheese, eggs, fish, meat, peas, and beans help to build up the growing body and renew used up parts.

Cereals, bread, and breakfast foods act as fuel to help you do your work.

Sugar and sirup are fuel, too. They are a valuable food but many people eat more of them than they need.

Fats are fuel and some fats are needed, especially by hard working people. Children need some butter fat.

Some foods are cheaper than others. These are often just as good as expensive foods.

Remember to eat some of each of these five kinds of foods every day.

Facts: *The chief duty of the President is to see that the laws are executed (carried out). During his term of office the President lives in the White House in Washington, D.C.*

### EXERCISES

Do you live the same kind of life that you did in your own country?

Are you doing the same kind of work?

Are you indoors or out of doors most of the time now?

Is your work harder than it was?

If so, can you get along on the same kind of food you used to eat, or do you need different foods?

What is meant by fuel?

Does not an engine that works hard need fuel to keep it going ?

Does not an engine need to run smoothly ?

Does it not sometimes need to have its parts renewed ?

Can our bodies grow, run smoothly, and renew used up parts without the proper food ?

What are the five groups of food ?

Do you eat some food from each group every day ?

Write on the board a list of the foods you eat for breakfast, dinner, and supper.

*Fruits*

oranges  
peaches  
plums  
pears  
apples  
apricots  
grapes  
cherries  
pineapples  
prunes  
figs  
lemons

*Vegetables*

potatoes  
onions  
turnips  
squash  
cabbage  
peas  
corn  
spinach  
lettuce  
radishes  
beets  
carrots

## LESSON XLVIII

### THE POLICEMAN

burglars

handcuffs

patrol wagon

jail

strangers

prowling

protect

traffic

arrest

We lived on the first floor of a large house in the city. One night a strange noise awakened me. I arose and went into the next room.

Just then I saw a light flash through an open window. I saw the tall form of a policeman struggling with two men just outside. I knew that they were burglars.

I jumped out to help the policeman. After a quick struggle the policeman slipped the handcuffs on the burglars. I telephoned for the patrol wagon. The men were taken to the police station. The next day they were sent to jail for burglary.





The policeman had seen the strangers prowling around. He had been watching my home while I slept.

Policemen in every city and town watch our homes and protect our lives day and night, summer and winter. They are men of great strength and quickness, and do not fear anything.

The policeman helps us in other ways. If a child is lost the policeman will take care of him and find his home.

He directs people who do not know their way.

He stands in the middle of the crowded city streets and directs the traffic.

He keeps the streets safe by stopping fast driving.

He watches for thieves and pickpockets and arrests them.

The policeman protects the public. He sees that the laws are kept.

It is the duty of every good citizen to obey him, and to come to his aid if he needs help in making an arrest.

The policeman is your friend and my friend. We would not be safe without his protection.

*Facts: The work of executing (carrying out) our laws is divided among the departments. Each department has its chief officer.*

## CONVERSATIONS ON ASKING YOUR WAY

*Mr. Johnson:* Excuse me! Will you kindly tell me the way to the nearest subway station?

*Policeman:* Take any car going north and get off at First Street. Ask the conductor for a transfer.

*Mr. Johnson:* Thank you.

*Mrs. Williams:* Pardon me, will you direct me to the post office?

*Policeman:* Walk two blocks east, then turn to the right.

*Mr. Enricks:* Can you tell me where the factory of the Midland Manufacturing Company is?

*Policeman:* Yes. It is on Union Street. Take a Seventh Avenue car to Madison Street. Turn to the right. Union is a short street on the left of Madison.

*Mrs. Madeiros:* Please direct me to City Hall.

*Policeman:* Take the first street to the left. City Hall is just around the corner.

## LESSON XLIX

### THE POLICE COURT

disorderly	offenses
judge	serious
guilty	crimes
sentence	lawyer
fined	witness

Burglars and people who are disorderly or who break the traffic rules often find themselves in the police court.

At the head of the court there is a judge. He hears each case. He decides whether or not the person being tried is guilty, and names the sentence.

Sometimes a prisoner is fined and has to pay a sum of money. Sometimes he is sent to prison.

Petty (small) offenses, like stealing a purse, or drunkenness, are tried in the city courts. More serious crimes, like murder, are heard in a higher court.

The Supreme Court is the highest court.

Every prisoner has the right to have a lawyer try his case for him. If he is too poor to hire a lawyer, the state hires one for him.

People who obey the laws do not have to go to court, unless they have to appear as witnesses.

The courts protect us. They have been formed so that all will have their rights.



Without the policeman, the traffic officer, and the police court, our country would not be as good and safe a place to live in as it is.

*Facts: The chief officers in the ten departments, which help the President to execute the laws and advise him, form the President's Cabinet. They are the*

*Secretary of State*

*Secretary of the Treasury*

*Secretary of the Interior*

*Secretary of War*

*Secretary of the Navy*

*Secretary of Agriculture*

*Attorney-General*

*Postmaster-General*

*Secretary of Commerce and*

*Secretary of Labor*

## EXERCISES

Read these sentences, filling in the blank spaces :

Disorderly people often find themselves in —.

There is a — at the head of each court.

He hears each case and decides whether or not a person is —.

The judge names the —.

Sometimes a prisoner is —.

Sometimes he is sent to —.

Small offenses are tried in the — courts.

Serious offenses are tried in the — court.

The — court is the highest court in the country.

Every prisoner has the right to have a — try his case for him.

If he is too poor to hire a lawyer the — will hire one for him.

People who — the laws do not have to go to court except as witnesses.

The courts — us.

The courts have been formed so that all will have their —.

NOTE TO THE TEACHER: Bring out, in conversation, the fact that people are sometimes accused unjustly, but that the vast majority of people who are brought to court are guilty of some offense.



## LESSON L

### A GOOD CITIZEN

Learn : Obedience to the Law is Liberty.

pursuit	unlawful	frame
happiness	equal	candidates
expense	interfere	earnings

A good citizen is a man or woman who obeys the laws of the country.

The Declaration of Independence says that every person has the right to "life, liberty, and the pursuit of happiness." But no one can seek his own life, liberty, or happiness at the expense of that of others.

Any man or woman is free to carry on any lawful business. He can spend his money in any way that he chooses if it does not interfere with the rights of others.

There are certain things that every good citizen should do. The following are some of them :

- I. Obey the laws.
- II. Keep his home clean and help to keep the city clean.
- III. Attend school if he is not already educated.
- IV. Do some useful work.
- V. Save part of his earnings.
- VI. Own his own home if possible.
- VII. See that his children are educated.



VIII. Know what is going on in his city and help frame the laws.

IX. Vote for the best candidates to fill public positions.

X. Serve his city, state, and country in every way that he can.

*Facts: To-day there is business going on between all great nations of the world. The State Department takes charge of sending ministers and consuls to other countries to take care of our business. The State Department issues passports.*

### EXERCISES

Fill in the blank spaces :

A good citizen — the laws of the country.

Every person has the right to —.

No one can seek his own liberty or happiness at the — of that of others.

Any man or woman is free to carry on any — business.

No one may — with the rights of others.

What does the Declaration of Independence say the rights of a citizen are?

Name ten things that a good citizen should do.

Name some one whom you think is a good citizen.

Tell why you think he or she is a good citizen.

## LESSON LI

### THE HEALTH DEPARTMENT

protected  
important  
prevent  
disease

safeguard  
sanitary  
contagious  
quarantining

We have seen how the city and its people are protected by the police department and by the fire department. They are protected by another department which is known as the Board of Health or the Health Department.

The Board of Health does a very important work. It is the duty of this department to prevent disease, and to safeguard the health of the public.

The health department does this by seeing to it that houses, yards, and public buildings are kept in sanitary condition. Men employed by the health department inspect the plumbing in all buildings. They see that rubbish is carried away.

When a contagious disease is reported to the Board of Health, an officer goes to the house at once. He puts up on the door a printed card. This card notifies every one of the presence of a dangerous sickness. The people who live there must stay at home. No one except the doctor may visit the house.

A house is quarantined so that the disease may not be carried to other people. When the sickness has disappeared the quarantine is removed.

The Board of Health examines milk and water to see that they are pure.

All of this is done for our protection against sickness. We must help the Board of Health by obeying its rules.

Facts: *The War Department and the Navy Department control the affairs of the army and navy. Officers for the army are trained at West Point, New York. Officers for the navy are trained at Annapolis, Maryland.*

### EXERCISES

How is every city protected?

Name the departments we have read about.

What is the work of each department?

Name four contagious diseases.

What is quarantining?

Why are people quarantined?

Which department do you think gives us the best protection, — the police department, the fire department, or the health department?

Write a short story describing the work of any of these departments.

## LESSON LII

### WORDS THAT TELL "HOW"

How does he do his work? He does his work quickly.

How does she dress? She dresses neatly.

How did he speak? He spoke loudly.

How does he drive? He drives slowly.

How did the soldiers fight? They fought bravely.

How did the storm come on? It came on suddenly.

How do you walk? I walk rapidly.

How did the foreman speak? The foreman spoke pleasantly.

Use these words in sentences :

slowly

smoothly

roughly

falsely

cordially

nicely

plainly

wisely

swiftly

clearly

carefully

happily

Fill in the blanks with words that tell "how":

He can write —.

I always eat —.

He talks too —.

They answered —.

The children played —.

They dress — in winter.

The sun shone —.

How — the work was done !

The policeman spoke — to the little child.

She laughed — as she spoke.

Facts: *The Treasury Department is the great purse of the nation. It has charge of duties and tariffs, and taxes on goods made in our own country.*

### EXERCISES

Copy these sentences and draw a line under the words that tell "how."

The woman spoke kindly to the poor man.

The river rose suddenly.

The burglar stepped boldly into the room.

The children played noisily.

You should sign your name plainly.

Come quickly, please.

The prisoners in Siberia suffered terribly.

He answered all the questions intelligently.

## LESSON LIII

### CARELESSNESS

Learn : Look before you leap.

mighty	injured
enemy	wounded
destroy	cripples
munitions	accidents
action	avoid

If it were known that a terrible enemy were to kill 75,000 people in the United States every year, we would raise a mighty army to destroy this enemy.

There is such an enemy. It is more deadly than guns, bombs, and other munitions of war.

This enemy's name is Carelessness.

During the nineteen months that the United States was in the World War, the number of persons who lost their lives through Carelessness was over 125,000. The number of soldiers and sailors who lost their lives in action was less than half that number.

During the time that we were at war nearly 3,000,000 persons were injured in accidents in this country. About 250,000 Americans were wounded in France. So we see that Carelessness is more deadly than war.



In time of war we can get our soldiers together and march against our enemy. We cannot send our soldiers against Carelessness. It is only through thought for ourselves and others that we can fight it. We must use greater care in our work, on the street, and in the home.

If we went through the hospitals where cripples are suffering from accidents, we would surely make up our minds to avoid the things that make accidents possible.

CARE and CAUTION for ourselves and others in all we do are the guns and munitions with which we must fight our biggest enemy, Carelessness.

*Facts: The Department of the Interior has charge of the sale of public lands, copyrights, patents, pensions, etc. Information on the sale of public lands can be obtained by writing to the Land Office, Washington, D. C. The Bureau of Education belongs to the Department of the Interior.*

### EXERCISES

What is the name of one of our biggest enemies?

How many people lose their lives through Carelessness every year in the United States?

How many Americans lost their lives during the World War?

How many people in the United States were killed through Carelessness during the same length of time?

How many soldiers and sailors were wounded during the war in France?

How many people were injured in this country during the same time?

Which is more deadly — War or Carelessness?

How do we fight in war?

Can we use guns and munitions against Carelessness?

With what must we fight it?

Write on the board the name of one of our biggest enemies.

### WRITING

Copy these words into your note book. Learn to spell them:

enemy

army

destroy

deadly

war

lost

injured

accidents

wounded

carelessness

fight

hospitals

cripples

suffering

## LESSON LIV

### TONY "STEALS" A SMOKE

rules	terrible
decided	darting
cigarette	rushing
footsteps	trampled
disobey	ruined

Tony worked in a factory. Every day as he went in, he read a sign. It said, "No Smoking."

One day while Tony was working he wished that he might have a smoke. He knew that smoking was against the rules, but he wanted to smoke so very much that he decided to "steal" one.

He went into the wash room. He lighted a cigarette. He heard some one coming. He threw the match away quickly. It fell in a corner where some papers had been thrown. Tony hid behind the door. When the footsteps had passed he smoked his cigarette. He went back to work.

*Fire! Fire!* The wash room and halls were full of smoke.

Two people had disobeyed the rules. One had thrown papers on the floor. The other had smoked a cigarette.

The match that Tony had thrown away so quickly had set fire to the papers in the corner.

What a terrible sight! Clouds of smoke, and flames darting here and there and everywhere.

Instead of keeping cool, every one rushed about. Some jumped from windows. Women were trampled upon. Many lives were lost and the factory was ruined.

And all because two people had broken the rules. One threw papers into the corner. Another "stole" a smoke.

Facts: *The Department of Agriculture takes care of the interests of the farmer. It sends seeds and information to farmers all over the country.*

### EXERCISES

What sign did Tony see each morning as he went into the factory?

Where have you seen this sign?

What did Tony wish for while he was working?

What did he decide to do?

What rule did he break?

Where did he "steal" the smoke?

What did he do when he heard some one coming?

What happened?

What other rule had been broken?

Describe the fire.

What should every one do in case of fire?

## LESSON LV

### APOSTROPHE IN THE POSSESSIVE

This cap belongs to the boy.

This is the boy's cap.

These rubbers belong to the girl.

These are the girl's rubbers.

This automobile belongs to John.

This is John's automobile.

This pocketbook belongs to Mary.

This is Mary's pocketbook.

What is the woman's name ?

The woman's name is Mrs. Ratchesky.

Does Mr. Brown own this house ?

No, this is Mr. Smith's house.

Where is your brother's store ?

My brother's store is on Main St.

Whose hat is this ?

That is my sister's hat.

We use an apostrophe to show ownership or possession.

After the apostrophe we add an -s as :

friend	friend's
merchant	merchant's
men	men's
children	children's

If the word ends in -s we place the apostrophe after the -s and do not add another -s as :

boys	boys'
carpenters	carpenters'
Mr. Stearns	Mr. Stearns'
ladies	ladies'
enemies	enemies'

Write sentences using these possessives :

<i>Singular</i> (one)	<i>Plural</i> (more than one)
man's	gentlemen's
bird's	children's
driver's	Italians'
foreman's	workers'
pupil's	girls'

Facts: *The Departments of Commerce and Labor protect the interests of our country in commerce, labor, and industry. They carry out our immigration laws. The Division of Naturalization belongs to the Department of Labor.*



## LESSON LVI

### CHECKS AND RECEIPTS

(Teacher should have class fill out blank forms of checks and receipts. Have pupils write the letters and address the envelopes which would accompany the check and receipt.)

repaired

receipt

signed

mistake

contained

proving

Mr. Macy, a carpenter, repaired the roof on my house. The bill was forty-five dollars.

I did not wish to send the money in a letter, so I made out a check for \$45 and sent it to Mr. Macy.

I wrote the date at the top of the check. I made the check out to the order of William Macy. I wrote the number of dollars I wished to pay him. I signed my name at the bottom of the check.

#### CHECK

<u>\$45.00</u>	Milwaukee, Wis., <u>March 31, 1922</u>
<b>FIRST NATIONAL BANK.</b>	
Pay to the	
order of <u>William Macy</u>	<u>\$45.<sup>00</sup>/<sub>100</sub></u>
<u>Forty-five and <sup>00</sup>/<sub>100</sub></u>	<u>~~~~~</u> Dollars
No. <u>784</u>	<u>John Spencer</u>

A few days later I received a letter from Mr. Macy. It contained a receipt for the money I had paid him.

This is the receipt Mr. Macy sent to me.

## RECEIPT

<u>\$45.<sup>00</sup>/<sub>100</sub></u>	Milwaukee, Wis., <u>April 4, 1922</u>
Received from	<u>John Speneer</u>
<u>Forty-five</u>	<u><sup>00</sup>/<sub>100</sub></u> Dollars
<u>For repairing roof on house at 38 Main St.</u>	
	<u>William Macy</u>

I did not wish to lose my receipt so I put it away carefully. I was glad to have my roof repaired and the bill paid.

Facts: *The Postmaster-General has charge of all post offices. All matters relating to mail service, money orders, dead letters, etc., are regulated from this department.*

## EXERCISES

Checks are used instead of what?

Which is easier to send in the mail — fifty dollars in money, or a check for fifty dollars?

Which is safer ?

Make out a check to Thomas Ellis for \$86.00.

Write the letter you would send to Mr. Ellis.

Write the receipt which you would receive from Mr. Ellis. Write a letter such as you would receive from Mr. Ellis.

What must a person, to whom a check is payable, do before he can cash his check ?

How do you endorse a check ?

Use these words in sentences :

bill	received
money	contained
letter	lose
check	mail
sent	safer
date	payable
pay	bank
sign	cash
name	paid
later	indorse

## LESSON LVII

### MR. THOMAS SPREADS CONSUMPTION

coughed	reported
consumption	spread
appetite	disease
weight	responsible
careless	treatment

Mr. Thomas worked near me. He coughed a great deal. Sometimes he spat on the floor. He never covered his mouth when he coughed. One day I saw him using my drinking cup.

Soon after, Mr. Thomas had to leave work. He had consumption.

I began to feel sick, too. I had no appetite. I lost weight and felt tired all the time. I began to cough. I went to the doctor. I told him how I felt. He asked me where I worked.

"Did you work near Mr. Thomas?" he said. I told him that I did.

I told him that Mr. Thomas used to spit on the floor, that he never covered his mouth when he coughed, and that he sometimes used my drinking cup.



“Mr. Thomas has consumption,” he said. “Now you have it, too. When you saw that he was careless you should have reported him to your foreman. Spitting and coughing spread disease.”

I had to leave work. I saw Mr. Thomas, and I think he knew that he was responsible for my sickness. He felt sorry, poor fellow.

I took the treatment the doctor ordered. Because I had gone to him so soon, it was easier to cure me, and I was well in a few months.

I had learned a good lesson, one I shall remember all my life.

Facts: *The Attorney-General presides over the Department of Justice, that is, the courts of the land. He attends to the legal affairs of the nation.*

## EXERCISES

*Reading and Writing*

Read these sentences, filling in the blanks, then copy the sentences, filling in the blanks:

Mr. Thomas — near me.

He often — on the floor.

He did not — his mouth when he coughed.

He — my drinking cup.

Soon he had to — work.

He had —.

I began to feel —, too.

I — weight, and had no appetite.

I had to leave —.

I — to a doctor.

I — him how I felt.

I — him about Mr. Thomas.

He said I should have — Mr. Thomas to my foreman.

Spitting and coughing — disease.

I took the — the doctor ordered.

It — me.

I had learned a good —.



## LESSON LVIII

### INDEPENDENCE DAY

tax	Independence
colonists	signed
allowed	Philadelphia
share	cause
Declaration	resulted

Many years ago England laid a heavy tax on the colonists. They could not and would not pay this tax.

They were not allowed any share in making England's laws. So they saw no reason why England should tax them.

They drew up the Declaration of Independence, which was signed in Philadelphia on July 4, 1776, declaring themselves free and independent of England.

The signers of the Declaration of Independence believed that all men were born free and equal. They believed that every man had certain rights, among them "life, liberty, and the pursuit of happiness."

The colonists stood ready to fight for their cause. A long war with seven years of hard fighting and

great loss of life resulted. But in the end the colonists won their independence.

Since that time America has been known as the "land of the free."

Facts: *The Constitution also provides for a Judicial Department of our government. There are three grades of courts in the Judicial Department. They are the Supreme Court, the Circuit Court of Appeals, and the District Courts.*

### EXERCISES

Name the thirteen original colonies.

Point to them on the map.

Why did the colonists declare themselves free from England?

Where was the Declaration of Independence signed?

When was it signed?

What did the signers of the Declaration of Independence believe?

What followed the signing of the Declaration of Independence?

How long did the war last?

What was the outcome of the Revolutionary War?

What is America sometimes called?

## LESSON LIX

### THE FUTURE TENSE

To-morrow — next week — next month — next year.

#### To-morrow

I shall go to work	We shall go to work
You will go to work	You will go to work
He will go to work	They will go to work
She will go to work	

#### Next Week

I shall go to school	We shall go to school
You will go to school	You will go to school
He will go to school	They will go to school
She will go to school	

#### Next Month

I shall go to the picnic	We shall go to the picnic
You will go to the picnic	You will go to the picnic
He will go to the picnic	They will go to the picnic
She will go to the picnic	

#### Next Year

I shall go to Pittsburgh	We shall go to Pittsburgh
You will go to Pittsburgh	You will go to Pittsburgh
He will go to Pittsburgh	They will go to Pitts-
She will go to Pittsburgh	burgh

The future tense describes actions that have not happened, but which are going to happen in the future, as to-morrow, next week, next month, next year.

I shall go to work to-morrow.

I shall go to school next week.

I shall go to the picnic next month.

I shall go to Pittsburgh next year.

Tell the class of something you will do to-morrow.

Tell them of something you will do next week ;  
next month ; next year.

Facts: *Each state has a constitution of its own. The laws by which a state is governed are set forth in this constitution. The state constitution must agree with the Constitution of the United States.*

### EXERCISES

Copy:

I shall become a citizen.

You will become a citizen.

He will become a citizen.

She will become a citizen.

We shall become citizens.

You will become citizens.

They will become citizens.

## LESSON LX

### A MISTAKE IN PAY

Learn : Honesty is the best policy.

envelope	mistake
earned	honest
extra	remember
pay clerk	chose

Nicolas was paid to-day. He opened his pay envelope. There were four five dollar bills in it and he had earned only eighteen dollars (\$18.00). He had received two dollars extra.

Nicolas went to his foreman and showed him his pay envelope. The foreman counted the money, five, ten, fifteen, twenty dollars. He looked up Nicolas' name in the time book.

"You are right," he said. "Your pay is eighteen dollars (\$18.00)." He called the pay clerk. The pay clerk found that he had made a mistake. He took the two dollars (\$2.00) which Nicolas gave him.

The foreman shook hands with Nicolas. He said, "Nicolas, I always thought you were an honest fellow. Now I know it. I shall remember this."

Nicolas had not earned the money so he did not want it.

Not long afterwards the foreman wanted an honest fellow for a better job, and Nicolas was the man he chose.

*Facts: It is often necessary for the state to make new laws besides the laws named in the state constitution. These laws are called state laws and must not conflict with the state constitution.*

#### EXERCISES

How much money did Nicolas get in his pay envelope?

How much had he earned?

Whom did he tell about it?

Whom did his foreman tell?

What did the pay clerk do?

What did his foreman say to Nicolas?

When the foreman was looking for an honest man to put on a better job, whom did he choose?

Did you ever get too much money in your pay envelope?

Did you ever get too little?

Whom did you tell?

What was done about it?



## LESSON LXI

### FIRST AID

(To be dramatized as far as is practicable.)

#### I

##### Accident

Do not get excited.

Give the patient fresh air.

Keep the crowd away.

Loosen tight clothing.

If an arm or a leg is injured raise it a little.

If the head is injured raise it higher than the body.

Send for a doctor at once.

Tell him what happened.

#### II

##### Fainting

Lay the patient out flat at once, with the head a little lower than the body.

Give him fresh air.

Keep bystanders away.

Loosen the clothing.

Sprinkle water gently on the face.

Rub the limbs toward the body.

Hold spirits of camphor or ammonia near the nose.

When the patient recovers give him a cup of hot tea or coffee.

## III

**Burns**

Make the patient lie down.

Wrap him in a heavy blanket or cloak to smother the fire.

Cut away the clothing from the burns.

Cover the burns with moist cloths.

Send for a doctor.

## IV

**Bleeding**

Cut away the clothing from the bleeding part.

If the wound is in a limb, raise the limb. Apply pressure to the wound with a pad of gauze, and bandage. Send for a doctor at once.

If blood spurts, apply a tourniquet between the wound and the heart.

Do not leave a tight bandage on too long.

Bleeding will usually stop in ten or fifteen minutes.

Loosen the bandage a little, very carefully.

## V

**Drowning**

Pull the patient out of the water.

Do not let him get a dangerous hold on you.

Lay him face downward.

Raise him several times with your hands clasped under his stomach, or lay him on a barrel or other object with the weight on the stomach.



Let the face hang down so that the water will run out.

Open the mouth and draw the tongue forward.

Lay the patient on his back.

Raise the arms over the head.

Draw them straight backwards, then forward over the head and fold them across the stomach.

Press the arms to the sides.

Do this several times.

Keep raising and lowering the arms until breathing starts.

Do not get discouraged. People have breathed after three hours' work on them.

## VI

## Gas Poisoning

Take the patient to the open air.

Send for a doctor.

Dash cold water on the patient's face and chest.

Give breathing exercises as to a drowning patient.

Apply hot water bottles to the body.

Give the patient a hot drink when he is recovering.

Facts: *The State government, like the National government, is divided into three departments. They are the Legislative Department, the Executive Department, and the Judicial Department.*

## EXERCISES

Copy these rules into your note book.

In case of accident:

Do not get excited.

Give the patient fresh air.

Keep the crowd away.

Send for a doctor at once.

Tell him what happened.

## LESSON LXII

### THE PRESENT AND THE PROGRESSIVE PRESENT

#### Present

The policeman stands at the corner.

A man drives an automobile down the street.

He drives too fast.

The policeman stops the car.

He arrests the driver.

The policeman takes the driver to the court house.

The driver pays a fine.

I stand

We stand

You stand

You stand

He stands

They stand

She stands

It stands

#### Progressive Present

The policeman is standing at the corner.

A man is driving an automobile down the street.

He is driving too fast.

The policeman is stopping the car.

He is arresting the driver.

The policeman is taking the driver to the court house.

The driver is paying a fine.

I am standing.

You are standing.

He is standing.

She is standing.

It is standing.

We are standing.

You are standing.

They are standing.

The progressive present describes an action which is taking place now ; at this instant ; at the present moment.

Read these sentences in the progressive present :

He sits at the window.

It snows.

He looks down the street.

He watches the people as they hurry by.

He wonders where they go.

Answer these questions, without reference to the text, if possible :

Who is standing at the corner ?

Who is driving an automobile ?

How is he driving ?

Who is stopping the car ?

What is the policeman doing ?

Where is he taking the driver ?

What is the driver paying ?



Fill in the blanks with the progressive present form of *watch*:

I ———.	We ———.
You ———.	You ———.
He ———.	They ———.
She ———.	
It ———.	

Facts: *The Legislative Department*<sup>1</sup> *consists of the Senate and the House of Representatives.*<sup>2</sup> *Members of the Senate are called Senators. Members of the House of Representatives are called Representatives.*<sup>3</sup>

### EXERCISES

Copy:

I am writing.  
 You are writing.  
 He is writing.  
 She is writing.

We are writing.  
 You are writing.  
 They are writing.

<sup>1</sup> Sometimes called the State Legislature, the General Assembly, or the General Court.

<sup>2</sup> Called the Assembly in New York State. Sometimes called the House of Delegates.

<sup>3</sup> Sometimes called Assemblymen or Delegates.

## LESSON LXIII

### LETTER OF APPLICATION AND REPLY

WANTED—MAN TO TAKE CHARGE OF  
MECHANICS

Write stating age, experience, present employment. State also whether personal interview is possible. Address John Stedman, Southeastern Metal Co., Baltimore, Md.

#### APPLICATION

198 Chestnut St.,  
Philadelphia, Pa.,  
August 26, 1921

Mr. John Stedman,  
Southeastern Metal Co.,  
Baltimore, Maryland.

Dear Sir:

*I saw your advertisement, in the Baltimore Sun, for a man to take charge of mechanics. I wish to apply for the position.*

*I am twenty-eight years old. I have had three years' experience at the General Milling Co. in Philadelphia, Pa., where I am now employed.*

*I shall be glad to come to Baltimore for an interview.*

*Respectfully yours,  
Alfred Wilson*

REPLY TO APPLICATION

*Southeastern Metal Co.,  
Baltimore, Md.,  
August 31, 1921*

*Mr. Alfred Wilson,  
198 Chestnut St.,  
Philadelphia, Pa.*

*Dear Sir:*

*Your application has been received and placed on file.  
Will you please call at this office on Tuesday, September 7th, between ten and eleven A.M. for an interview?*

*Very truly yours,  
John H. Stedman  
Employment Manager.*

*Facts: Members of the Senate and House of Representatives are elected by the voters. Senators and Representatives meet at the State Capitol (State House) in the capital city of each state to make the laws.*

EXERCISES

Write a letter of application for any of the positions named in the advertisements on page 149.

Write a reply to the application.

Write your letters neatly on white note paper. Use black ink.

## MALE HELP WANTED

### YOUNG MAN

STRONG, GENERAL FACTORY WORK: GOOD JOB  
FOR GOOD MAN

Address VAN DYK & REEVES,  
BUSH TERMINAL NO. 20 BROOKLYN.

### YOUTHS, 17,

from school: learn wholesale mercantile business.

ADDRESS WHOLESALE,  
BOX 139, MADISON SQUARE

YOUNG MAN for clerical and stock work in large commercial house; must be interested in future career as well as in amount of present salary. Write, stating age, experience and salary desired. HH 347 World, Brooklyn.

### LABORERS WANTED

STEADY outdoor work, good pay, address PERRY, DOANE CO., 214 West First st., South Boston 27.

YOUNG MAN WANTED AS HELPER TO WORK IN FURNITURE STORE: SALARY \$17 PER WEEK. APPLY AT OFFICE OF WHALEN BROS., SMITH ST., CORNER WYCKOFF, BROOKLYN.

### YOUNG MEN

as helpers in washroom; good opportunity to learn the business; \$20 start, with rapid advancement. Address Carolyn Laundry, 110 E. 129th.

A MACHINIST ALWAYS IN DEMAND. BECOME ONE

—Specialized instruction on lathes, milling machines, shapers, grinders: send for free pass and booklet. West Side Y. M. C. A. 308 W. 57th st., Dept. D.: phone Columbus 7920.

YOUNG MEN to assist on parcel post packing; near 11th st. station, Queensboro subway and 59th Street Bridge, Long Island City. Auto Sales Corp., 13th st. and Van Alst av., Long Island City.

PRACTICAL PAINT GRINDER and tinner, one capable of taking charge of small growing factory in Baltimore; exceptional opportunity for right man who is looking for a future: salary \$45 per week, Address F. M. 255 World.

YOUNG MAN who has had some machine shop experience and who desires a steady position with an old established concern with future possibilities; salary to start \$17; give full particulars. Address B. T., 255 World.

## LESSON LXIV

### INSURANCE

Learn : Do you carry life insurance ?

married	sad	charity
pneumonia	insurance	want
suffering	provided	especially
died	thrown	depending

Mr. Dombrowski was thirty-four years old. He had been in this country fifteen years. He was married and had four children. It had taken almost all the money he earned to bring up his family.

One day Mr. Dombrowski went home from work early. He did not feel just right. His wife called a doctor. The doctor said her husband had pneumonia and that he was a very sick man.

Night after night they watched him, but he grew no better. After two weeks' suffering he died. His wife and four children were sad indeed.

The oldest boy was not yet old enough to work. The mother could not go out to work and leave the younger children and the baby alone.

As the days went by Mrs. Dombrowski thought, "What would I have done without that insurance?" Her husband had thought of her and the children, and had provided for them. They need not be thrown



on the charity of the world. Long before his sickness he had taken out a \$1000 Life Insurance Policy.

He had paid fifty-eight cents (\$.58) a week to an insurance company. He did not miss fifty-eight cents each week and now \$1000 saved his wife and children from want.

Every man or woman, especially those who have any one depending on them, should have a life insurance policy.

This table shows how little it costs each year.

PREMIUM RATES FOR \$1000 INSURANCE

AGE NEAREST BIRTHDAY	ANNUAL	SEMI- ANNUAL	QUARTERLY	MONTHLY	WEEKLY	AGE NEAREST BIRTHDAY
20	\$18.46	\$ 9.60	\$4.90	\$1.70	\$.42	20
21	18.93	9.85	5.02	1.73	.43	21
22	19.41	10.10	5.15	1.75	.44	22
23	19.93	10.37	5.29	1.77	.46	23
24	20.45	10.64	5.42	1.82	.48	24
—25—	20.99	10.92	5.57	1.86	.50	—25—
26	21.55	11.21	5.71	1.90	.51	26
27	22.15	11.52	5.87	1.95	.52	27
28	22.75	11.83	6.03	2.01	.53	28
29	23.39	12.17	6.20	2.06	.55	29
—30—	24.05	12.51	6.38	2.12	.58	—30—
31	24.73	12.86	6.56	2.18	.59	31
32	25.44	13.23	6.75	2.25	.60	32
33	26.17	13.61	6.94	2.31	.61	33
34	26.95	14.02	7.15	2.38	.62	34
—35—	27.75	14.43	7.36	2.45	.64	—35—



Facts: *The Governor is the chief executive officer in the state. He is elected by the voters. It is the duty of the Governor to see that the laws are obeyed.*

## EXERCISES

How long have you lived in this country?

Are you married? Have you any children?

Do you spend all the money you earn each week?

Have you saved any for a rainy day?

Would your wife and children have enough to live on without you?

Is your life insured?

How old are you?

Find out on the table given in this lesson how much money you would have to pay each week for a \$1000 life insurance.

Do you not spend that much money every week on things that are not necessary?

Can't you spend this small sum to make sure that your wife and children would not be in want if you were taken away by death?

Who will care for them then, if you will not care for them now?

Every man owes it to himself, to his family, and to the world to look out for the future of his wife and children.

## LESSON LXV

### AN ENTERTAINMENT

Learn : May I have the next dance ?

idea

audience

practicing

including

national

entirely

appeared

stranger

It was the end of the first term at evening school.

The teacher asked if we would like to have an entertainment.

Every one was pleased with the idea, and one man thought it would be pleasant to sing some of the songs we knew so long ago.

Each night for about two weeks before the entertainment all the classes spent about fifteen minutes practicing their songs. What a good time we had !

It seemed as if we made new friends each evening. I did not know any of the other pupils until now. I think we enjoyed getting ready for our entertainment as much as the entertainment itself.

When the night of the entertainment came, we marched upstairs to the hall.

One of the numbers on our program was a Flag Drill. I will tell you about this number.

First an Albanian boy came out at the rear of the stage, and turning a square corner marched down at the left to the front. On his right shoulder he carried the Albanian flag. When he appeared on the stage the Albanian pupils rose and sang the Albanian national song. Then they sat down.

Next came Mr. Capano, who passed out to the right of the stage, and turning a corner like a soldier, marched down to the front, with the Italian flag on his shoulder. All his Italian countrymen rose and sang Garibaldi's hymn. Then they, too, sat down.

One by one, a member of each nationality in school passed on to the stage carrying his national flag. They filled in at the right and left, while their group of countrymen rose and sang their national song.

At last there was one space left in the middle of the line across the stage.

A bright eyed American boy appeared with the American flag high above his head, and took his place in the middle. Down came every other flag, which until now had rested on the shoulders of the men standing on the stage. The flags were changed from the right to the left hand, with the staff resting on the floor.

Every one in the audience arose and all, including those on the stage, raising the right hand to the forehead, saluted the American flag.

"I pledge allegiance to my flag and to the Republic for which it stands, one nation, indivisible, with liberty and justice to all."



FORTY-FOUR NATIONALITIES — ALL AMERICANS

Then while the other flags were lowered and the American flag was raised high over all, every one joined in singing "America."

I have never heard it sung better. It seemed as if we were all brothers and sisters in this beautiful land of the free.

Singing our national songs first while our old flag was raised, and then lowering the flags of the old country while the flag of America, the new country, was raised, seemed to bring us nearer together. I began to feel as if here in America you did not really

want me to forget my old country entirely. I felt that I could love that flag and that country some, while I loved America and the American flag still more. And that all sons and daughters of the old world, no matter what country they came from, were sons and daughters of the new.

I have never forgotten that party or that flag drill, and I have heard other men say the same.

When the next term opened, which was in a week, I found many friends among my schoolmates. Some were from Greece, some were from Italy, but we all seemed to be of one country now — America.

The dance that followed the entertainment helped us to know each other better, and I no longer felt like a stranger in a strange land.

I hope we have other parties and I hope they will be something like the last one, where I had a better time than ever before in America.

Facts : *Besides the Governor there are the Lieutenant-Governor, and several other executive officers to carry on the work of the government.*



## LESSON LXVI

### FOREIGN EXCHANGE — CABLE REMITTANCES

anxious	cabled
converted	correspondent
currency	advised
exchange	signed
rate	identify

Mr. De Piso wanted to bring his wife to America. He wished to send her eighty-four dollars to buy her steamship ticket. He was anxious to get the money to her as quickly as possible.

He went to the Foreign Exchange desk at the Second National Bank. He told the clerk he wished to send eighty-four dollars (\$84.00) to Italy. The clerk took the money. He converted it into lire, which is the currency of Italy. The exchange rate of the day was six lire for each dollar. So Mr. De Piso's eighty-four dollars were worth five hundred and four (504) lire.

The clerk filled out a blank and gave Mr. De Piso a receipt for eighty-four dollars.

Mr. De Piso had to give the full name and address of the person to whom the money was to be sent. He also gave his own full name and address.

The bank cabled to its correspondent bank in Italy,



which advised Mrs. De Piso that the money was waiting for her.

She brought a friend to the bank to identify her, and was paid the money. She received the money within three days after her husband had sent it.

Facts: *In the state government as in the national government, the Judicial Department is made up of courts and judges. The highest court of the state is the Supreme Court. In some states the highest court is called the Court of Appeals.*

#### EXERCISES

How much money did Mr. De Piso send to his wife in Italy?

Why did he wish her to get it quickly?

How did he send it?

Did you ever send a cable remittance?

How much was one dollar worth in lire when Mr. De Piso sent his money?

How many lire were eighty-four dollars worth?

What information did Mr. De Piso give the bank clerk?

How did Mrs. De Piso know that the money was waiting for her?

How long did it take to get the money to Mrs. De Piso?

TABLE SHOWING NORMAL VALUE OF FOREIGN MONEY

French franc .....	= 19.3 cents
Belgian franc.....	= 19.3 cents
Italian lira .....	= 19.3 cents
German mark .....	= 23.9 cents
Swedish, Norwegian and Danish kroner .....	= 26.87 cents
Austrian and Hungarian crown	= 20. cents
British shilling .....	= 25. cents
Russian ruble .....	= 52. cents
Greek drachma .....	= 19.3 cents
Turkish piaster .....	= 4.4 cents
Portuguese escudo .....	= 108 cents
Roumanian lei .....	= 19.3 cents

Find the value of the following foreign coins in  
United States money:

Five French francs  
Three Belgian francs  
Eight Italian lire  
Six German marks  
Four British shillings  
Seven Greek drachmas  
Nine Russian rubles

## LESSON LXVII

### DRAFTS

draft	delayed
amount	issue
received	duplicate
safe	seldom

Mr. De Piso had often sent money to his wife in Italy. Whenever he was not in a hurry he sent her a draft. He knew that this was the best way to send money across the ocean, if he had time.

Sending a draft is like sending a check.

All Mr. De Piso had to do was to go to the bank and buy a draft. He then put the draft into a letter and mailed it to his wife.

His wife took the draft to the bank named on it, or to her own bank, and received the same amount of money that her husband paid for it.

Mrs. De Piso had never lost even one cent. Sending money in this way is very safe. If the person to whom it is sent should have left the country, the money is returned to the bank in America. The money may be delayed two or three months, but it is always paid back.

If the boat on which the money is sent should sink, the bank would issue a duplicate draft and the money would be paid just the same.

It is very seldom that any money is lost in sending drafts.

Facts: *The city charter is the fundamental law of the city. The state grants the city its charter. All city laws must agree with the charter. The city charter must agree with the state constitution.*

### EXERCISES

What is a draft?

Where do you buy a draft?

How do you send it?

Where does the person to whom the draft is sent, take it?

How much money will he receive at the bank for the draft?

What would happen if the person to whom the draft is sent had left the country?

Would the person sending the money lose it if the boat on which the draft was sent, sunk?

What would the bank do if the boat sunk?

Is sending money by draft a safe way?

## LESSON LXVIII

### A MAIL REMITTANCE

notice	extra
sum	usually
charges	expecting

A foreigner who did not understand English wished to send some money home.

He went to a bank which had a foreign exchange department. The bank sent a "mail payment" for the amount of money he wished to send and gave him a receipt.

The bank then sent a notice to its correspondent bank in Europe. This bank notified the person named in the mail payment that a sum of money was waiting for him.

This person brought some one to identify him, and the bank then paid him the money.

The correspondent bank sent a receipt to the bank in America.

A little extra money is charged for the cost of making a mail payment. It is usually about thirty cents. If the bank sent a mail payment for sixty dollars, you would have to pay sixty dollars and thirty cents (\$60.30).



Whenever money is sent by cable, draft, or mail remittance, the person sending the money should notify the person to whom it is sent, so that he may tell the bank that he is expecting it.

Sometimes mistakes are made in the spelling of a name. The address may be wrong. It always makes it easier and safer if the person to whom the money is sent knows that it is coming.

Facts : *City government, like the State and National government, is divided into three departments. They are the Legislative Department, the Executive Department, and Judicial Department.*

### EXERCISES

What is a mail remittance ?

How is a mail remittance sent ?

What charge is usually made for sending a mail remittance ?

What would you have to pay for sending a mail remittance of sixty dollars ?

What should a person sending a cable remittance, a draft, or a mail remittance always do ?

Why is it necessary to notify the person to whom the money is sent ?

Why must the person to whom the money is sent bring some one to identify him ?



## LESSON LXIX

### THE PAST AND THE PROGRESSIVE PAST

#### Past

They walked along the seashore.

They talked of life in America.

They compared it with life in Europe.

They told of the things that had happened since they came.

They wished their families were here.

#### Progressive Past

They were walking along the seashore.

They were talking of life in America.

They were comparing it with life in Europe.

They were telling of the things that had happened since they came.

They were wishing their families were here.

I was walking.

We were walking.

You were walking.

You were walking.

He was walking.

They were walking.

She was walking.

It was walking.

## EXERCISES

Change these sentences to the Progressive Past :

The sun shone brightly.

The boat danced on the waves.

The men watched the children.

They played in the water and along the beach.

They had such a good time.

They enjoyed every minute of their holiday.

Answer these questions, using the Progressive Past.

Who was writing a letter ?

What lessons were you reading ?

Where was she going ?

Who was taking the tickets ?

Who was rowing the boat ?

Where was he waiting ?

Fill in the blanks with the Progressive Past form of the word writing.

I —

We —

You —

You —

He —

They —

She —

Facts: *The Legislative Department makes the laws. The City Council or Board of Aldermen belong to the Legislative Department.*

# LESSON LXX

## TELEGRAMS AND NIGHT LETTERS

(The teacher should have several telegraph blanks at hand. Have pupils write telegrams saying they have missed a train, accepting a position, reporting an accident, etc. Write night letter telling condition of brother who is in a hospital.)

CLASS OF SERVICE DESIRED	
Telegram	<input checked="" type="checkbox"/>
Day Letter	<input type="checkbox"/>
Night Message	<input type="checkbox"/>
Night Letter	<input type="checkbox"/>
<small>Patrons should mark an X opposite the class of service desired. OTHERWISE THE MESSAGE WILL BE TRANSMITTED AS A FULL-RATE TELEGRAM</small>	

# WESTERN UNION



# TELEGRAM

NEWCOMB CARLTON, PRESIDENT

GEORGE W. E. ATKINS, FIRST VICE-PRESIDENT

Form 1397

Operator's No.
Check
Time Filed

Send the following message, subject to the terms on back hereof, which are hereby agreed to

To Nov. 9 1926

Mr. John Sheldon

Street and No. 590 West St.

Place Akron Ohio

Finish here Wednesday Send  
details of position with your  
company.

Albert Engstrom

14 Maple St.  
Buffalo, N. Y. 4605 M.

SENDER'S ADDRESS  
FOR ANSWER

SENDER'S TELE-  
PHONE NUMBER

message

cost

blank

telephone

operator

notice

overhead

humming

unnecessary

misunderstood

CLASS OF SERVICE DESIRED	
Telegram	
Day Letter	
Night Message	
Night Letter	<input checked="" type="checkbox"/>

Payers should mark on X opposite the class of service desired. OTHERWISE THE MESSAGE WILL BE TRANSMITTED AS A FULL-RATE TELEGRAM

# WESTERN UNION



# TELEGRAM

NEWCOMB CARLTON, PRESIDENT

GEORGE W. E. ATKINS, FIRST VICE-PRESIDENT

Form 1207

Sender's No.
Check
Time Filed

Send the following message, subject to the terms on back hereof, which are hereby agreed to

Nov. 10 1920

To Mr. Albert Engstrom

Street and No. 14 Maple St.

Place Buffalo, N. Y.

Good position. Wages fifteen dollars to start. Higher wages when experienced. Working conditions the best. Factory hospital, etc. Hours seven-thirty to five. One hour for lunch. Car service to all parts of city. Few tenements. May have to board a while. Come soon as possible. Write train meet you.

John Sheldon

35-90 West St.

Akron, Ohio

8468 W

SENDER'S ADDRESS FOR ANSWER

SENDER'S TELEPHONE NUMBER

There are many quick ways of sending a message to-day. The quickest way of sending a written message is by telegraph.

A telegram is charged for, word by word, so the message is usually short. A telegram is sent out as soon as the telegraph company receives it.

A night letter is also sent by telegraph. It is sent out some time during the night and the person to whom it is sent gets it the next morning. You can send a fifty-word night letter for the same cost as a ten-word telegram.

In making out the blank to send a telegram or a night letter, write the name of the person to whom the message is sent, his address (Street and No.), and the city and state where he is (Place).

Next write the message and sign your name.

In the lower left-hand corner of the blank write the address to which you want the answer sent. In the lower right-hand corner write your telephone number.

Give the blank to the telegraph operator and she will send the message.

Did you ever notice the overhead wires that run along the railroad tracks? Sometimes we hear them humming in the wind. These are the wires that carry telegraph messages.

Every one should know how to write a short message clearly, leaving out any unnecessary words.

Some telegrams are misunderstood because the sender did not state his message clearly.

Facts: *The Executive Department enforces the laws. The Mayor, the Police Department, the Fire Department, the Health Department, and others belong to the Executive Department.*



## LESSON LXXI

### USE OF RELATIVE PRONOUNS

#### Who (Persons)

The man *who* does his work honestly will succeed.  
Where is the woman *who* was looking for me?

#### Whose (Persons)

The men, *whose* car it was, had left it.  
It belongs to a girl *whose* name is Mary.

#### Whom (Persons)

The man to *whom* I was talking was the foreman.  
The employees with *whom* I work are very well satisfied.

#### Which (Things)

These are the houses *which* are for sale.  
The knives *which* you ordered have been sent.

#### That (Persons, Animals, or Things)

The child *that* I saw was lost.  
Dogs *that* had been trained saved many lives during the war.

I work in a factory *that* is near the car line.



*who* }  
*whose* } refers to persons  
*whom* }

*which* refers to things

*that* refers to } persons  
 } animals  
 } things

Facts: *The Judicial Department is made up of courts and judges. All legal matters of the city are settled through the Judicial Department.*

### EXERCISES

Fill in the blank spaces with *who*, *whose*, *whom*, *which*, or *that*.

This is the man ——— drove the automobile.

May I see the piano ——— is for sale?

Where are the people with ——— you came?

This is the horse ——— ran away.

Where is the woman ——— bank book was lost?

Soldiers are taught many things ——— are useful to them.

The girl ——— I saw was sick.

The pupils with ——— you came have gone home.

## LESSON LXXII

### WORKMEN'S COMPENSATION LAW

(The teacher should become familiar with the Compensation Law in force in her state so that she can explain it to her pupils.)

injured	share
suffering	burden
impossible	faulty
provides	machinery
compensation	prevent

Some years ago a man who was injured at work often found himself with no money to pay his doctor's bills.

He had no claim to wages, and if he had a wife and family, they often suffered want.

The governments of many states have made a law which makes such suffering and want impossible now. This law is called the Workmen's Compensation Act.

The Workmen's Compensation Act provides that if a person is injured at work, compensation (money) shall be paid him for a certain length of time.

In some states compensation does not begin until ten days after the injury, because the worker himself has to bear some share of the burden.

Some accidents are due to faulty machinery. But a great many are due to carelessness on the part of the workman.

It is much better to prevent accidents than to pay compensation. Therefore payment does not start immediately, and is usually two thirds of the week's wages.

Each state has made its own laws, and these laws differ in some respects.

The Workmen's Compensation Act was drawn up by the government to protect employees and their dependents.

*Facts : Some cities have a commission form of government. The government of the city is in the hands of a few men. One of these men is the Mayor. Each of the other men has charge of one of the departments into which the work of the city is divided.*

#### Instructions on Reporting Injuries

(To be read and explained to the pupils by the teacher, then read and explained by the pupils.)

To get the benefits under the Workmen's Compensation Law, certain rules should be followed.

Any employee, upon receiving an injury, no matter how slight it may be, should tell his foreman or employer at once. He should tell them all about the injury, and how it happened.

He should tell where it happened and when it happened.

Sometimes a worker will tell another worker of an injury. This is not enough. The employer should be told of it.

If the employee fails to notify his foreman or employer he may lose any right to the benefits of the Compensation Act.

The best way and the way called for under the law of many states is to hand to the employer a written statement of how, where, and when the injury occurred.

If it is impossible to hand such a statement to the employer, it should be sent to him within a reasonable length of time by registered mail.

Such reports may be made by some one in behalf of the worker, as well as by the worker himself.

It often happens that blood poisoning sets in after some days have passed. You are protected if the injury has been reported.

Remember to report *all* injuries, however slight they may be.

Remember also that it is better to prevent an accident than to receive compensation for an accident.

## LESSON LXXIII

### DISABLED INDUSTRIAL WORKERS

crippled	supplied
industrial	discouraged
restored	advise
devices	unfortunate
productive	suitable

Many workers have suffered the loss of a finger, a hand, or a foot while at work.

Some years ago people who were crippled in this way were thought to be unable to do work in factories and industrial plants.

It has been found that there is much work that such people may be trained or educated to do.

Many soldiers and sailors have been restored by devices, so that they are able to take part in productive employment.

Arms, legs, and fingers have been supplied which seem to do the work as well as the ones which were lost.

No one who has received such an injury should be discouraged.

There are schools in which they may be educated further.



Doctors who have studied the matter will advise them what kind of work it is best for them to do.

There is much work to be done, and it is best for all to do some work, no matter how unfortunate they have been.

If you have been injured and find it hard to get suitable work, ask your teacher to help you.

*Facts: Usually in a commission government, the lawmaking is done directly by the voters of the city. A certain number of voters may decide that a law is necessary.*

### EXERCISES

Describe the Workmen's Compensation Law.

Why was it made?

By whom was it made?

What must a worker do as soon as he receives an injury?

Why must an injury be reported at once?

What do we mean by "disabled workers"?

Does a man who has lost a hand, a foot, or a finger have to stop working?

What kind of work can he do?

Who will advise him on the best kind of work for him?

If you have been injured and find it hard to get suitable work, whom will you ask to help you?



## LESSON LXXIV

### HOW TO BECOME A CITIZEN OF THE UNITED STATES

#### I

#### Declaration of Intention

citizen	residence
happier	port
filed	swore
occupation	examination

Mr. Romando came from Italy. He was married and had four children.

He wanted to become a citizen of the United States. He knew that if he became a citizen, his wife<sup>1</sup> and children who were under twenty-one years of age would become citizens, too. He knew they would all be happier.

He asked his teacher in the Evening School what he must do. She said that the first step toward becoming a citizen is the filing of a Declaration of Intention.

Any one who is eighteen years of age or over can do this as soon as he or she comes to America. It is not necessary to know how to speak English.

<sup>1</sup>The wife becomes a citizen whether or not she resides in the United States; the children if they reside in the United States.

The next day Mr. Romando went to the Court House<sup>1</sup> and filed his Declaration of Intention or "First Paper" as it is sometimes called.

He gave his name, his age, his occupation, where he was born, the date of his birth, his present residence (address), the name of the country from which he came, the port from which he sailed, the name of the vessel in which he crossed the ocean, the port at which he arrived, and the date of his arrival in the United States.

Mr. Romando swore that everything he said was true. He paid the clerk one dollar (\$1).

He is glad that he can go to Evening School to learn about our government, because he will have to pass an examination before he can become a citizen.

*Facts: The law is written out. It may then be voted upon by all the voters of the city.*

NOTE TO THE TEACHER: Obtain several copies of the "Facts for Declaration of Intention" and have the pupils fill them out. Be sure that pupils are able to answer accurately all the questions contained in this blank, such as height, weight, color of the eyes, hair, etc.

<sup>1</sup> United States District Court or Applicants' own County Court.

## LESSON LXXV

### HOW TO BECOME A CITIZEN OF THE UNITED STATES (Continued)

#### II

##### Petition for Naturalization

requested	witnesses
Certificate of Arrival	appear
notified	fee

Two years had passed since Mr. Romando had filed his Declaration of Intention. He had lived five years in this country, so he went again to the court-house.

He brought with him his "First Paper." He had come to this country after June 29, 1906, so the clerk gave him a paper on the first page of which was a "Request for a Certificate of Arrival."

Mr. Romando filled this out.

Two other pages called for the "Facts for Petition of Naturalization," which he filled out also.

The whole paper, when filled out, was sent to the Bureau of Naturalization, Washington, D. C.

The "Certificate of Arrival" was sent from Washington to the clerk of the court.

Mr. Romando was then notified to appear at the

court with two witnesses who were citizens of the United States. He took with him his "First Paper."

The witnesses had known Mr. Romando a long time. They swore that he had lived in the United States five years, that he had lived in that state one year, and that he was a good man.

The clerk then made out the "Petition for Naturalization" or "Second Paper." The fee for this petition was four dollars (\$4.00).

Later Mr. Romando was notified to appear before the United States Naturalization Examiner. The Examiner asked him if he had read the Constitution of the United States. He also asked him questions about our government. Mr. Romando could answer all these questions correctly, because he had studied them in Evening School.

#### Final Hearing

After ninety days had passed Mr. Romando was notified to appear in the open court with his two witnesses. He may now be examined by the judge.

The judge felt sure that Mr. Romando understood our government, its constitution, and its laws, and that he would make a good citizen.

Mr. Romando took the oath of allegiance, received his "Certificate of Naturalization," and became a citizen of the United States.

His wife and children under twenty-one years of age became citizens, too.

This was a happy day for all of them.

Facts: *The first step in lawmaking of the kind just described*<sup>1</sup> *is called the initiative. The last step is called the referendum.*

NOTE TO THE TEACHER: Procure several blanks called "Facts for Petition for Naturalization" and have the class practice filling them out.

### EXERCISES

How old must you be before you can file a Declaration of Intention?

What are some of the questions which you have to answer?

What fee do you pay when you file a Declaration of Intention?

How long must you have lived in this country before you can file your Petition for Naturalization?

What request must you make if you came to this country after June 29, 1906?

What fee do you pay when you file your Petition for Naturalization or "Second Paper"?

By whom are you examined?

What oath do you take when you receive your Certificate of Naturalization?

<sup>1</sup> Two previous "Facts."



## APPENDIX

### STUDIES IN EVERYDAY EXPRESSIONS

#### Greetings

Good morning.

Good afternoon.

Good evening.

How do you do?

I am well, thank you.

Many happy returns of the day!

I wish you a Merry Christmas!

Happy New Year!

I wish you the same!

#### The Weather

Isn't this a beautiful day?

It is clearing up.

It is growing cold.

The temperature has fallen 10°.

It is raining again.

Is it snowing?

It is very foggy.

It looks like rain.

The mist is heavy.

See the big hailstones.

#### At Work

This is pay day.

That's a neat job.



He is on piece work.  
 She is a day worker.  
 Did you ring in on the time clock?  
 We employ two hundred hands.  
 I worked three hours overtime.  
 I was paid time and a half.  
 He is out of work.  
 I am an apprentice.  
 We finish at five.  
 He is a steady worker.

On the Street

He paid no attention to the signal.  
 It was his own fault.  
 He stepped in front of the car.  
 It is safe to cross now.  
 Clear the way.  
 Car coming.  
 Step lively.  
 Watch the officer.  
 Watch your step.  
 Keep to the right.  
 This is a one way street.

In an Employment Office

What kind of work do you want?  
 Have you had any experience?  
 Where did you work last?

Why did you leave?

Have you any references?

You must have a physical examination.

Sign this card.

Come at one o'clock.

Call to-morrow.

We do not need any one now.

Can you read and write?

#### Asking Directions

What is the shortest way to the railroad station, please?

Direct me to the nearest drug store.

Where is the public library?

What car do I take to the Falls?

Tell me how to get to the High School.

#### Giving Directions

Walk two blocks east and turn to the right.

It is on the corner of this street.

The public library is on the corner of Main Street and Whitney Ave.

Take a Newton Falls car.

Walk up Fourth Street to Broadway. It is about three blocks east on Broadway.

I am sorry I cannot tell you. You had better ask that policeman.

On a Train

All aboard.  
 Train is leaving.  
 Tickets please.  
 Tickets out of Detroit.  
 The next station is Jersey City.  
 Change for the Pennsylvania Station and uptown  
 New York.  
 Change cars at Albany.

On a Street Car

Fares, please.  
 Fares in the box.  
 Move up forward, please.  
 Plenty of room in the front of the car.  
 Have the right fare ready.  
 Do not stand on the platform.  
 Do not stand in the vestibule.  
 Transfers?  
 Change cars.  
 All out. This is as far as the car goes.  
 Leave by the rear door.

Buying

I would like to see a pair of walking boots.  
 What is the price, please?  
 Show me another pair.  
 Will you send it?  
 When will it be delivered?

May I take it out on approval ?

Is this marked down ?

What is the regular price ?

That fits nicely.

I will take this.

Wrap it up well, please.

Send it by express.

Send it by freight.

#### Selling

How does that feel ?

It will go out on the next order.

It will not be delivered until to-morrow.

This is marked down.

That is the sale price.

These are reduced for to-day only.

That is a real bargain.

If you don't like it, bring it back.

It looks well on you.

You can change it within forty-eight hours.

I will send it C. O. D.

It will wear well.

At wholesale.

Thank you, madam.

Come again.

We guarantee every article we sell.

We will return the money, if it is not satisfactory.

Our merchandise stands up under any test.

At the Butcher Shop

This piece is too fat.  
 Cut it thin, please.  
 How much is this a pound?  
 Take out the bone.  
 I want a piece to boil.  
 Have you a lean roast?  
 Grind it for me, please.

At the Grocery Store

If you are pleased tell others, if not tell us.  
 Our goods are guaranteed.  
 We strive to please our customers.  
 Pay at the desk.  
 How many?  
 Good goods at low prices.

At the Theater

Rise, please.  
 A ticket for Tuesday night's performance.  
 A seat in the first balcony.  
 I would like the front row.  
 Have you an end seat?  
 Examine your tickets before leaving the window.  
 May I exchange these tickets for Saturday night?  
 I would like three fifty-cent seats.  
 May I have a program, please?  
 First row to the right.

## Illness

I have a toothache.  
 I have a headache.  
 I have a sore throat.  
 He looks pale.  
 Has he any fever?  
 His temperature has gone up.  
 Take this medicine.  
 Have this prescription filled.  
 Shake before using.  
 His temperature is normal.

## Time

Immediately.  
 At once.  
 Very soon.  
 How long will it be?  
 As soon as possible.  
 Right away, please.  
 All the time.  
 ✓ Once in a while.  
 In a few minutes.  
 Wait a minute.  
 To-morrow.  
 Next week.  
 One week from to-morrow  
 A week from to-night.  
 Yesterday.



Last Sunday.

Last week.

Last week Monday.

The week before last.

Three weeks ago.

Some time ago.

✓ Take your time.

Two years ago.

Last year.

✓ Time is up.

#### Sending and Receiving Telegrams

This was sent "Collect."

Sign here, please.

Is there any answer?

Yes, give me a telegram blank.

Rush this message.

How much does it cost to send ten words?

What is it about?

What does it say?

Good news.

I don't understand it.

Who sent it?

#### Telephoning

Hello.

Good-by.

Number, please.

Give me Main 2775 J.

A nickel, please.  
Hang up the receiver.  
I will call you.  
They don't answer.  
I'll ring them again.  
Give me information, please.  
Line busy, no charge.  
Toll operator.  
I will return your money.

Miscellaneous

I have to go now.  
What is the matter?  
I can't help it.  
Don't run.  
Go along.  
There's no hurry.  
I don't know about that.  
Try it again.  
Don't be afraid.  
Look out.  
Watch out.  
Hold on.  
They passed us out.  
That's my fault.  
Yes, indeed!  
Set the table.  
Watch your step.

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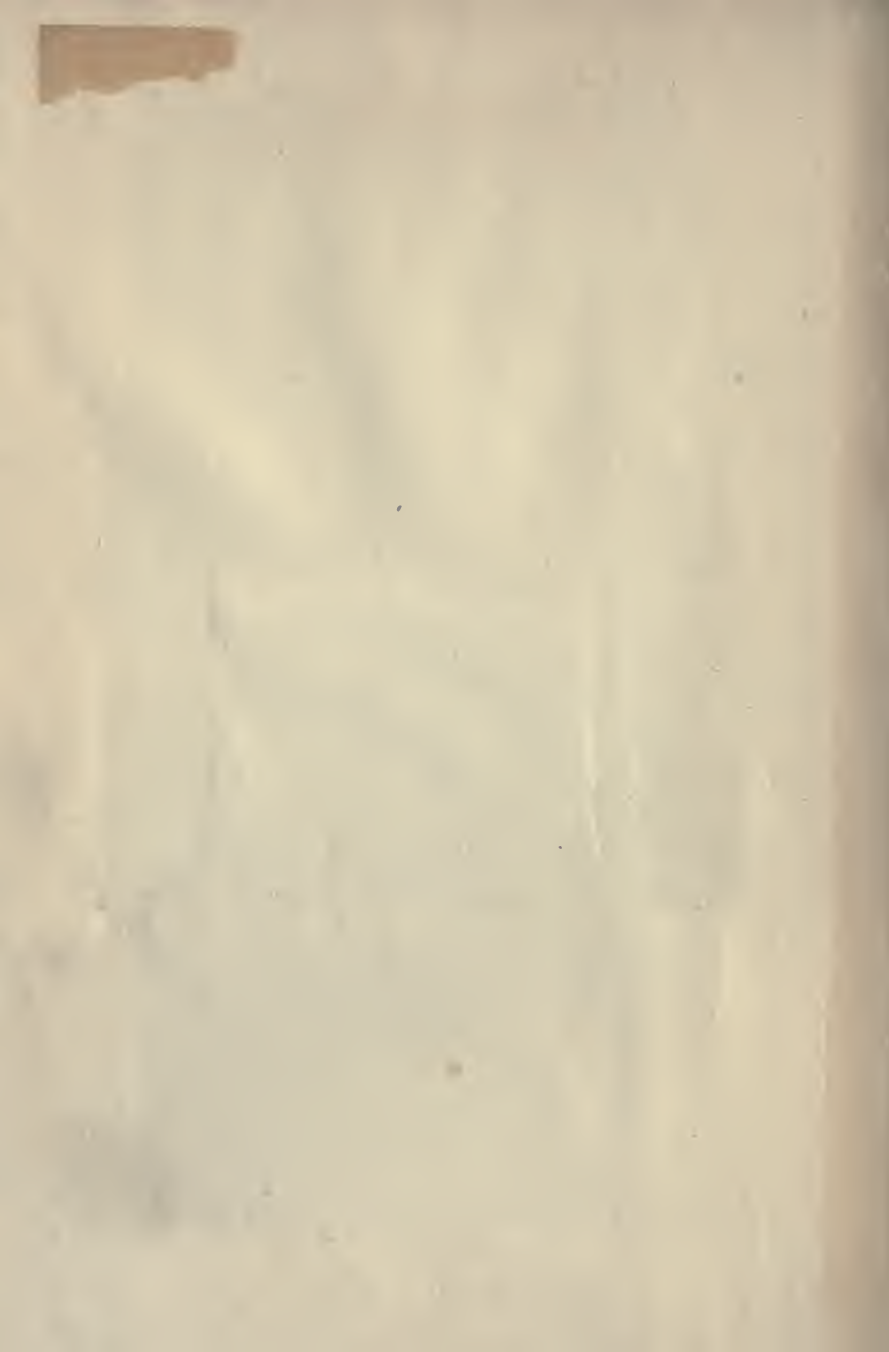
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## FIGURES AND SIGNS

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